

INTERNAL POSTING - GRANTS DIRECTOR - JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to resolve homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

The Grants Director leads Sacramento Steps Forward's full portfolio of HUD Continuum of Care (CoC) and related grant programs. This role is responsible for managing all aspects of funder-facing grants administration, including contract renewals, budget amendments, reporting, invoicing oversight, and funder compliance. The Director ensures that subrecipient grants are administered effectively and in accordance with all federal, state, and local regulations.

The Director collaborates with internal departments and external partners to oversee grant lifecycles, from award to closeout, and serves as the primary point of contact for HUD and other funders. They guide internal teams and subrecipients through evolving requirements and support the implementation of consistent and compliant processes. The Grants Director also supervises the Grants Projects Director and Grants Analysts and plays a key leadership role in setting strategic direction and ensuring that SSF's grants infrastructure supports high-quality services and system performance.

SSF embraces technology to develop ongoing efficiencies. Currently the office is a hybrid operation. This position will be required to report to the office periodically. **This is a internal job posting and only SSF employees are welcome to apply at this time.**

Essential Duties and Responsibilities include the following:

- HUD Grants Administration
 - Manages the renewal and execution of all HUD CoC program contracts and amendments. Serves as the lead for communications with HUD, coordinates the annual Grants Inventory Worksheet (GIW), and ensures all activities align with regulatory and contractual requirements.
- HUD Reporting & Compliance
 - Oversees the preparation and submission of all funder-required reports, including the Annual Performance Reports (APRs).
 - Ensures the accuracy, timeliness, and quality of reporting across the organization.
- Fiscal Oversight & Compliance
 - Oversees invoice review and approval processes. Ensures spending is allowable, reasonable, and aligned with federal cost principles.
 - Coordinates with finance and program teams to support timely draws and accurate fiscal tracking.
- Subrecipient Management
 - Directs the administration of subrecipient contracts, including onboarding, amendments, technical assistance, and closeout.
 - Ensures fair and consistent implementation of scopes of work and compliance with all applicable regulations.
- Monitoring & Quality Assurance
 - Supports monitoring strategy and ensures oversight activities are carried out in accordance with internal policies and HUD guidance. Reviews monitoring outcomes and corrective action plans in collaboration with the Projects Director.
- Team Leadership & Internal Operations
 - Supervises the Grants Projects Director and Grants Analysts. Ensures team alignment with strategic priorities, facilitates professional development, and establishes strong internal workflows to support team success.
- Cross-Functional Coordination

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- Collaborates across departments to align on grant timelines, respond to funder expectations, and ensure coordinated execution of grant-related deliverables.
- Other Duties
 - Regular, predictable attendance is required.
 - Ability to get along and work effectively with others.
 - Other duties may be assigned.

Ideal candidates will possess the following knowledge, skills, abilities and experience:

- High attention to detail and commitment to organizational accountability. Ability to interpret and apply changing regulatory guidance and contractual requirements. Strong systems thinking with the ability to design and improve scalable processes. Demonstrated experience leading complex, cross-functional projects.
- Strong understanding of federal grant regulations, including 2 CFR 200 and 24 CFR 578. Familiarity with housing or homelessness systems, ideally including the HUD Continuum of Care (CoC) Program. Experience with HMIS or similar program and funding data systems.

Education and/or Experience:

Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$112,200 to \$132,600; Planned maximum is at the mid-range at hire, DOE.

Full-time, exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:

If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until filled. **The position will be open until 8/22/25 or until filled.** Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer in accordance with state and federal law. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's protected status or class, in accordance with applicable law.

Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.