Associate of National Programs and Partnerships

Do you believe that all our neighbors deserve to live in a safe and healthy community? Rebuilding Together is a national housing and community revitalization nonprofit in need of a dynamic Associate of National Programs and Partnerships. This position will support a high-functioning and effective programs team focused on executing current corporate grants to support safe and healthy housing and community revitalization. A successful candidate must excel at working collaboratively with a team to set and maintain priorities, balance demands of multiple tasks, and meet deadlines to increase the effectiveness and impact of projects supported by our corporate, government, and foundation partners. This position will work closely with the Development Team on partnership project planning, the Communications and Marketing team on highlighting program implementation, and the Affiliate Services team on affiliate support and training, and our affiliate network on capacity building and project management. This position is based in our national office in Washington, D.C. and reports directly to the Senior Director, National Programs and Impact Measurement. While residency in the DC area is preferred, remote work will be considered.

Program and Partnership Execution:

- Assist with development and execution of streamlined project plans, timelines, processes, project execution tools and procedures based on grant requirements, needs of the affiliate network, resources and capacity of the national office and nonprofit best practices
- Oversee a judicious, reasonable, and effective process for building grant applications and selecting grantees
- Communicate and coordinate roles and responsibilities of the national office, local affiliates, sponsors, recipients of service and any other support organizations or institutions for the successful administration of the grant program
- Serve as a liaison between Rebuilding Together National Office and Rebuilding Together affiliates in project execution to ensure deliverables are met in a timely manner
- Schedule and assist with leading project planning meetings with grantees/affiliates, sponsors and other partners
- Manage vendors: oversee proposals, logistics scheduling, shipping and payment for project related items
- Prepare and send grant notifications and payments to Rebuilding Together affiliates
- Oversee day to day execution of all contract deliverables
- Monitor grant compliance and collect data for partner reporting
- Collaborate with corporate, government and foundation stewardship team on partner proposals and other material presented to partners
- Provide coaching and guidance on grant and project/program management to affiliate network
- Ensure affiliate leader, homeowner, community member and volunteer satisfaction throughout project implementation
- Attend related Rebuild projects to provide on-site assistance
- Other duties and special projects as assigned

Required knowledge, skills, and abilities:

- Excellent people and customer service skills
- BA/BS degree preferred
- Prior experience at a non-profit organization working with corporate, foundation, and/or government partners and grants preferred
- Housing and community development experience strongly preferred
- Excellent writing, speaking, and organizational skills
- Ability to work within a budget and to function well under pressure
- Demonstrated ability to handle multiple tasks, prioritize and meet deadlines with strong attention to detail and accuracy
- Demonstrated analytical skills to design, manage and track large-scale national programs and grants
- Professional demeanor, self-starter, and team player
- Proficiency in common software, including Microsoft Office, especially Excel, and relationship databases required
• Familiarity with Salesforce preferred
• Seasonal evening and weekend work required
• Sensitivity and commitment to the mission of Rebuilding Together

Please send resume along with salary requirements to: atrue@rebuildingtogether.org