

**Job Title: Grants and Data Manager**

**Organization:** Blue Ridge Area Coalition for the Homeless (BRACH)

**Location:** Charlottesville, VA (Hybrid/Local preferred)

**Reports to:** Executive Director

**Status:** Full-Time, Exempt

**Salary Range:** \$50,000–\$55,000, commensurate with experience

**About BRACH**

Blue Ridge Area Coalition for the Homeless (BRACH) is the Continuum of Care (CoC) lead agency for the Charlottesville/Albemarle region. We work collaboratively with community partners to prevent and end homelessness through coordinated systems, data-driven decision-making, and advocacy centered on lived experience.

**Position Summary**

The Grants and Data Manager plays a critical role in sustaining and strengthening BRACH's mission by overseeing grants management and leading data strategies across the organization. This position ensures compliance with public and private funding requirements, manages grant reporting, and leverages data—particularly HMIS and system-level metrics—to inform program improvement, funding decisions, and community impact.

This role is ideal for someone who appreciates both the structure of grants and the story that data can tell.

**Key Responsibilities****Grants Management**

- Manage the full lifecycle of grants, including application development, reporting, compliance tracking, and renewals
- Coordinate with staff and the Board Treasurer to gather narratives, budgets, and outcomes
- Maintain a grants calendar and ensure all deadlines are met
- Support audits and monitoring related to grant-funded programs
- Identify and track new public and private funding opportunities

**Data & Reporting**

- Oversee data collection, analysis, and reporting related to homeless services and system performance
- Serve as a lead staff member for HMIS coordination, reporting, and data quality

- Produce dashboards, reports, and presentations for funders, board members, and community partners
- Translate complex data into clear, actionable insights
- Support CoC reporting requirements, including HUD and other federal/state reports

### **Collaboration & Systems Support**

- Work closely with program staff, the Board Treasurer, and leadership to align data and funding strategies
- Support evaluation efforts and continuous quality improvement
- Contribute to strategic planning using data and trend analysis
- Uphold equity-centered and trauma-informed approaches in data use and storytelling

### **Qualifications**

- Bachelor's degree preferred
- 3+ years of experience in grants management, data analysis, or nonprofit administration
- Experience with government grants (HUD, state, or local preferred)
- Strong analytical, organizational, and writing skills
- Comfort working with databases, spreadsheets, and reporting tools (HMIS experience strongly preferred)
- Ability to manage multiple deadlines with attention to detail
- Commitment to housing justice and equity

### **What We Offer**

- Salary range of \$50,000–\$55,000
- Comprehensive benefits package (health, retir paid time off)
- Flexible and hybrid work environment
- Opportunity to make a meaningful impact on homelessness systems in our region
- Supportive, mission-driven team culture

### **Benefits**

- Health insurance stipend (\$500/month)
- 12 vacation days, 12 sick days, 13 paid holidays per year
- Paid parking in downtown Charlottesville

- Professional development opportunities

**How to Apply**

Please submit a resume and cover letter outlining your interest and relevant experience to [anh@blueridgehomeless.org](mailto:anh@blueridgehomeless.org). Applications will be accepted until February 25, 2026 at 5:00 PM EST.

BRACH is an equal opportunity employer and strongly encourages applications from people with lived experience of homelessness and individuals from historically marginalized communities.