



Grants & Communications Manager Job Description

About Us

Star House exists to lift young people out of homelessness and into a community of hope. Founded in 2006, Star House operates our nation's only 24/7/365 drop-in center for teens and young adults experiencing homelessness that offers immediate access to safety and hosts continuous best practice research for effective service. Along with the Finance Fund and Columbus Metropolitan Housing Authority, Star House operates the only housing village of its kind in Central Ohio for young people who are exiting homelessness. The organization met the unique needs of 1,160 individual young people in 2022, successfully connecting them with housing, jobs, education, health care, therapy, and a range of community resources.

Star House's mission is to do whatever it takes to support young people as they exit homelessness and thrive in a community of hope. Our vision is to replicate our evidence-based model of service for youth nationally and globally, based on the demand for our services in other communities.

We are seeking a Grants & Communications Manager who believes in our mission; embodies our values of unconditional love, doing whatever it takes as long as it takes and creating innovative solutions; and who can help us achieve our vision with development expertise.

Job Description

Title: Grants & Communications Manager	
Work Location: Star House, 1220 Corrugated Way, Columbus, OH 43201	
Reports To: VP of Development	
<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Exempt, Salary
Position Summary: The Grants & Communications Manager will manage Star House's grant profile and external communications such as social media, newsletters and annual reports. The team member will work directly with our CEO and development team to seek the funds necessary to provide services for one of the most vulnerable populations in our community.	
Responsibilities and Essential Functions: The following duties are representative of performance expectations; however, the list below is not ranked in order of importance. <ul style="list-style-type: none">• Manages Star House's grant portfolio	

- Writes and submits new and renewing grant applications
- Ensures Star House remains compliant to all grant stipulations
- Tracks outcome measures and prepares interim reports and final reports
- Collaborates with all levels of Star House staff to identify new and emerging needs
- Seeks and applies for new grant opportunities
- Cultivates and maintains relationships with funders
- Writes and designs communications plans, materials and toolkits and guides staff on internal communications processes
- Prepares our weekly newsletter to internal and external supporters
- Manages and updates the Star House website
- Writes and designs monthly newsletters and e-blasts as needed
- Manages press releases and monitor news
- Manages all Star House social media accounts
- Collaborates with partners and consultants on communications activities and executes social media campaigns
- Maintains confidentiality at all times regarding highly sensitive information
- Prepares aesthetically pleasing annual performance reports
- Performs other specific job-related duties as assigned by the Chief Executive Officer or their designee

“Job performance is evaluated according to the policy provisions of Star House and the Educational Service Center of Central Ohio-Council of Governments.”

Minimum Qualifications:

- Bachelor’s degree in related field or commensurate experience
- Grants administration and reporting experience. Applicable work may substitute for experience
- Experience managing social media accounts for business or non-profit.
- Demonstrable graphic design capabilities are a strong plus
- Experience with Salesforce and QuickBooks are a strong plus
- Ability to write in AP style
- Strong analytical, verbal and written skills, attention to detail, accuracy and compelling presentation skills
- Ability to maintain organization, prioritize tasks and handle multiple responsibilities independently
- Ability to take initiative as a quick problem solver and work with minimum supervision
- Ability to work as a member of a team and independently
- Ability to address issues with resolve and in a timely manner
- Must be able to demonstrate a commitment to our mission
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Star House and ESC-Council of Governments policies

Note: This assignment may require a valid driver’s license and access/availability of a reliable vehicle.

Star House is committed to equal opportunity employment, regardless of race, color, religion, age, sex, sexual orientation, gender identity and expression, socio economic status, national origin, veteran or disability status. In order to further Star House's mission, achieve our vision and live out our values, drawing from the collective wisdom of a diverse group of individuals is essential. With diverse minds influencing our work and decisions, we can go further for the young people we serve, ensuring that our continued programming and the solutions developed along the way are influenced by the best minds.