

Fellow, Programs - Mid-Atlantic

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Job Description

Enterprise's capacity-building and Faith-Based Development InitiativeSM (FBDI) programs in the Mid-Atlantic region are experiencing significant growth.

Enterprise provides capacity-building grants and technical assistance with federal funding designed to strengthen the organizational and technical capabilities of community development corporations (CDCs) and community housing development organizations (CHDOs). Enterprise supports organizations advancing community development and affordable housing efforts.

Across the country, houses of worship are leveraging underutilized land and partnering with mission-driven developers to create affordable housing and community-serving spaces. For more than two decades, Enterprise's Faith-Based Development InitiativeSM has equipped houses of worship with the tools, knowledge, and resources needed to lead development projects. These supports include grant funding to support market studies, feasibility analyses, predevelopment assistance, and organizational capacity building.

This position offers an exciting opportunity for a talented professional to engage in meaningful grants management, project coordination, and partner engagement with key Mid-Atlantic Faith-Based and community development partners. The **Fellow** will support the day-to-day operations of Enterprise's federally funded capacity-building grants and public/private Faith-Based Development Initiative grants and technical assistance contracts. The ideal candidate is detail-oriented, highly organized, and motivated, with a collaborative mindset and strong communication skills.

This role is dynamic, with responsibilities that evolve based on program needs. Success in this position requires strong attention to detail, project management and communication skills, flexibility, and a team-oriented approach, as part of a small and nimble team.

The position is based in Enterprise's Baltimore or Washington, DC office and reports to the Associate Director, Programs, Mid-Atlantic Market that leads capacity building efforts. The fellow will work collaboratively with the Associate Director, Programs, Mid-Atlantic Market that leads FBDI efforts in the market.

Key Responsibilities

- Manage a high volume of subgrants and subcontracts, ensuring compliance with funding requirements and Enterprise policies in collaboration with cross-functional teams.
- Build and maintain strong relationships with Faith-Based organizations and community development corporations (CDCs), serving as a primary point of contact on grant operation matters.

- Oversee the full lifecycle of grants, including award, modifications, reporting, and disbursements for a portfolio of 50 to 90 Faith-Based grantees and 15+ CDCs.
- Partner with internal teams, including Operations Management, to review grant agreements, finalize scopes of work, and confirm budgets.
- Review invoices and disbursement requests to ensure accuracy and completeness, and verify alignment with approved budgets, scopes of work, and reported activities.
- Monitor grantee progress reports and supporting documentation to ensure program goals and milestones are met.
- Develop impact stories and contribute content for organizational communications.
- Respond to internal and external inquiries related to grants, contracts, subawards, and payments in a timely and professional manner.
- Ensure procurement processes are completed appropriately and that all costs are allowable, reasonable, and compliant with funding guidelines.
- Maintain accurate and up-to-date project files, records, and data tracking systems.
- Collect and analyze program data, preparing regular reports for funders and internal departments.
- Track program outcomes and incorporate feedback from grantees to inform continuous improvement efforts.
- Identify risks, challenges, and opportunities, and elevate critical issues to leadership as needed.
- Support special projects and cross-team initiatives as assigned.

Required Qualifications and Skills

- Bachelor's degree in business administration, public administration, community development, nonprofit management, real estate development or related field preferred.
- Ability to exercise independent judgement, initiative, and resourcefulness in making decisions.
- Demonstrated ability to work autonomously and in a team setting, often under pressure and in a fast-paced environment – prioritizing essential tasks to meet tight deadlines.
- Superior collaboration and relationship building skills and professionalism in interpersonal relations.
- Strong organizational and program management skills.
- Ability to work independently on most assignments.
- Strong written and verbal communication skills
- Strong skills in MS Office, and Excel.

Preferred Qualifications

- Professional experience managing grants and contracts for Federal, municipal, and private funding
- Proficient in Salesforce and/or Workday accounting software preferred.
- Familiarity with SlideRoom.

Total Rewards at Enterprise:

You will be working with a group of talented professionals who are motivated by serving the community and addressing the need for affordable housing.

Enterprise offers a comprehensive total rewards package for you and your family.

The base salary for this role is \$75,000 to \$85,000, depending on level of skills and experience.

The salary range for this position is represented by the low and high end of the range for the amount to be paid for the position. Salaries paid at Enterprise will vary based on factors that may include skills, education, location, experience, and performance. The salary range is just a part of the total rewards package provided to employees at Enterprise, and other rewards may include annual performance bonuses and generous paid leave programs.

At Enterprise, our benefits form a major component of our total rewards package. Benefits include dental, health, and vision care plans, as well as family-building benefits, such as fertility, adoption, surrogacy support, and gender-affirming care. Enterprise allows flexible work arrangements to promote a better work-life balance. We offer health advocacy, EAP, and mental health benefits. We round out our total rewards package by offering financial education, wellness programs, and auto-enrollment in the company's 401(k) plan with employer matching contributions. Finally, you will have learning and development opportunities, including tuition reimbursement for job-related courses and certifications. Thank you for your interest in joining the Enterprise team in our effort and commitment to serve others.

PLEASE NOTE: We are not able to provide sponsorship or relocation for this position.