



# Long Island Housing Services, Inc.

640 Johnson Avenue, Suite 8, Bohemia, New York 11716-2624  
631-567-5111 ~ info@LIFairHousing.org ~ www.LIFairHousing.org  
*Protecting Civil Rights for Long Islanders since 1969*

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## Request for Applications

### Fractional Grants Compliance & Reporting Coordinator 90-Day Pilot Engagement (Approx. 10 Hours/Week)

## Who We Are

Long Island Housing Services, Inc. (LIHS) is a nonprofit civil rights organization founded in 1969 dedicated to eliminating unlawful housing discrimination and promoting decent and affordable housing through advocacy and education. LIHS serves Nassau and Suffolk Counties through fair housing enforcement, housing counseling, education, and advocacy programs.

LIHS administers a diverse portfolio of federal, state, county, municipal, and private grants, including HUD Fair Housing Initiatives Program (FHIP) grants, New York State funding, Community Development Block Grants (CDBG), and private foundation grants.

## What You'll Do

The **Fractional Grants Compliance & Reporting Coordinator** will serve as a liaison between the Executive Director, Program Managers, and the Financial Manager to support the full life cycle of the various grants under administration. Specifically, you will:

- Strengthen internal grant processes by developing an efficient workflow process for report preparation, including standardizing templates for report preparation.
- Review program and financial data for compliance with funder reporting requirements identifying risks or gaps in reporting.
- Compile and consolidate programmatic and financial information provided by program managers and finance staff to prepare draft reports.
- Develop a simple grant portfolio management dashboard to support program management and executive oversight.
- Maintain an orderly document control system for use with funder monitoring and audit reviews.
- Create and maintain a centralized grant tracking system to identify where each grant is in its life cycle.



Platinum  
Transparency  
2025

**Candid.**

A 501(c)(3) nonprofit  
Fair Housing agency

*Our mission is the elimination of unlawful housing discrimination  
and promotion of decent and affordable housing through advocacy and education.*

## Who You Are

The ideal candidate will share a passion for LIHS's mission and possess:

- A minimum of 5 years experience as a grant administrator in a non-profit setting.
- Strong organizational skills.
- A proven ability to support multiple concurrent grants and meet strict deadlines throughout the grant life cycles.
- Excellent written communication skills and keen attention to detail.
- Excellent interpersonal skills marked by a collaborative mindset.
- Proficiency in MS365 products including MS Excel, MS Project, MS Word.

Candidates will stand out if they possess:

- Experience supporting **federal grant reporting**
- Familiarity with HUD, CDBG, or New York State grant environments
- Experience with housing, civil rights, or social service organizations

## Pilot Engagement Structure

The hourly rate for this engagement will be between \$50-\$85 per hour commensurate with experience. The engagement will begin with a **90-day pilot for a minimum of 10 hours per week and up to 20 hours depending on organizational needs**, with the potential for extension depending on pilot outcomes.

Successful candidates must be available for an in-person onboarding orientation at the LIHS head office. The selected contractor will be expected to maintain confidentiality and follow LIHS document management and data security practices. This is envisioned as a hybrid role with in-office work expected at a cadence agreed upon in advance.

This is structured as a **1099 independent contractor engagement** for the 90-day pilot period and does not include employee benefits.

## To Apply:

Applicants should email: 1) Resume 2) A brief cover letter to Ian Wilder, Executive Director at LIHS ([ian@lifairhousing.org](mailto:ian@lifairhousing.org)), detailing the candidate's fit for the position. References may be requested from finalists.

LIHS is an equal opportunity organization. We strongly encourage applications from candidates with diverse backgrounds and experiences, including people with lived or professional experience.