



Grants Manager

POSITION SUMMARY

The Grants Manager supports the grantmaking administrative process and provides support to the Chief Program Officer and the Program Department.

FLSA Status

This position is non-exempt under the Fair Labor Standards Act.

Reporting Relationship

Reports to the Chief Program Officer (CPO).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review for completion and process grant proposals and applications from initial contact to approval/denial, including assistance in preparation of funding recommendations for committees and staff.
- Assist in monitoring and documenting grantee performance and preparation of reports for staff, committees, and the board; elevate grantee performance deficiencies to the Chief Program Officer and/or other staff in a timely manner. Assist in the resolution of grantee performance or compliance issues.
- Organize, manage, and maintain grant files and databases, including conversion, reorganization and/or adjustment of filing system or databases as needed.
- Assist the Chief Program Officer in responding to grant-seeker, grantee and public inquiries regarding grantmaking programs and procedures, grant status and related issues in a timely manner.
- Assist in facilitating communication between grant-seekers, grantees, the health care community, and the District.
- Participate on District program task forces and teams to support problem-solving, creative collaboration, and achievement of the organization's grantmaking goals.
- Prepare and distribute agendas, minutes, meeting materials and staff reports for monthly Program Committee meetings and other meetings as assigned.
- Schedule meetings and other events, prepare correspondence, send mailings.
- Assist in performing community outreach as assigned.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Supervisory Responsibilities

- None

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

A Bachelor's degree from an accredited institution, or the equivalent-

Professional Experience

- Three (3) years of administrative, program and support experience, preferably in grantmaking, nonprofit, governmental or related institutions.
- Demonstrated knowledge of the principles, tools and strategies used in stakeholder engagement, assessment, and grant management.

Language Skills

- Possess excellent oral and written communication skills, including grammar, spelling and punctuation and ability to write clear and professional letters, reports, memos, agendas, minutes, and other business documents.
- The ability to write reports and business correspondence.
- The ability to interact professionally, appropriately, and effectively with board members, co-workers, members of the public, grant seekers, grantees, members of diverse communities, government officials, and individuals and groups.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Solid experience with computer skills in Microsoft Office and database management software, including grant information and tracking systems.

Other Skills & Qualifications

- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.

Certificates, Licenses, and Registrations

- None

Travel Requirements

This position does not require travel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to fully and safely perform the essential functions of this position.

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.