

Job Description: Grants Manager

Grants Manager: Key Roles & Responsibilities

Position Overview

The *Grants Manager* will support the financial stability of the Health Partnership by managing the grant procurement process and will ensure all facets of the grant management process (oversight during the funding period and ensuring reporting compliance are handled with professionalism and accuracy. This position will help support an increased awareness and understanding of the organization's vision/mission, strategic plan and programs with funders. The Grants Manager will develop and nurture relationships both internal and external to help advance the organization's strategic plan.

The successful candidate will exhibit the following:

- *Culture Champion* – Commitment to the Partnership's mission and working with diverse partners.
- *Results Producer* – A results-focused orientation with a proven track record of exceeding goals.
- *Agility* – Ability to think strategically, foresee opportunities and challenges and adapt as needed.
- *Strong Communicator* – Excellent written and oral communication skills.
- *Organization* – Exceptional capacity to manage details, monitor progress and adjust accordingly.
- *Action Oriented* – Enjoys working hard, tackling challenges and is not afraid to take ownership of a situation.

Supervision Received: The Grants Manager is based out of the Steamboat office and supervised by the Executive Director.

Supervision Exercised: No

Essential Duties:

- Researches and identifies appropriate funding through foundation, government, private funding and corporate sponsorship opportunities.
- Generates proposals and supporting documents in response to solicitations.
- Procures revenues for agency programs and services through timely submission of well-researched, well written, well-collaborated, and well-documented grant proposals.
- Maintains and implements agency resource development dashboard.
- Serves as a resource liaison to funding agencies or partnering organizations in support of the organization's strategic plan.
- Responsible for all funding reporting requirements.
- Performs assigned work safely, adhering to organization and program established safety rules and practices.
- Performs all other special duties as assigned and requested.

Team Player:

- Engage in cross-organization efforts, connecting project work to the broader Partnership.
- Share unique skills and expertise with NCCHP team.



Position Qualifications

The Northwest Colorado Community Health Partnership is seeking candidates who meet or exceed the following qualifications:

Education/License:

- Bachelor’s Degree, with three years minimum experience in grant writing and contract administration.

Experience:

- Ability to communicate effectively with diverse audiences including clients, community members, professional partners, funders and government agencies
- Preferred knowledge of healthcare delivery systems
- Mathematical skills to understand budgets, calculate figures, percentages, and use basic algebra
- High levels of organizational skills with a focus on problem solving, detail oriented and follow through
- Skills in identifying and using data to enhance collaborative work
- Competent with all Microsoft Office products and database applications
- Experience in collaborative projects preferred
- Passion for social justice and treating all with equal respect and dignity
- Independent travel throughout the region, including during inclement weather

Requirements:

- Must provide proof of a valid driver’s license and adequate insurance coverage totaling at least \$300,000 per occurrence

Working Conditions:

- Up to 10% time traveling and flexible work schedule with working remotely
- Work location for administrative activity is in an accessible office environment
- Daily activity is 80% sitting or standing with extended periods of typing at a keyboard, 20% walking with occasional stooping, bending, reaching, twisting.
- Office equipment would include phone, computer, printer, copier on a daily basis
- Position meets the criteria for Category 3 of OSHA’s guidelines for exposure to biohazards

I, _____ **acknowledge that on this date, I have received the following job description for my present position.**

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Compensation:

Exempt Status 0.5 FTE, NOT eligible for benefits that includes; Medical, Dental, Vision, Short-Term and Long- Term Disability Insurance, Life Insurance, Wellness Program, Retirement program

Pay Range Rate: \$27-\$30/hour