



Creating and Inspiring Healthier Lives.

Position Title:	Grants Manager
Department:	Development
Supervisor:	Program Development Director
Supervisory Responsibilities:	None
FLSA Status:	Exempt

Summary:

The Grants Manager performs grant research, grant writing, grant program design and implementation, compliance and grant reporting. S/he will work to enhance funding models, identify new sources of funding and develop sustainable and effective grant programs. Identifying potential grant support will help meet the financial and operational needs of the organization and will include governmental agencies, foundations and corporations.

All employees will exhibit the following behavioral traits:

Integrity and Trust

Individual is widely trusted and can present information and discuss situations in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn't misrepresent him/herself for personal gain. Is respectful in action and communication with clients, patients and staff.

Mission Integration

Adheres to the organization's mission during times of ease or challenge, is dedicated to the expectations and requirements of the mission and vision, acts in line with the values identified by Alluvion Health.

Team Relations

Understands and supports the team approach and integrated model of Alluvion Health. Is seen as a team player, cooperative and supportive of his/her coworkers, practices what he/she preaches. Can be candid with peers and fosters open dialogue. Creates a feeling of belonging on the team and holds self and team accountable to those behaviors.

Essential Job Responsibilities:

1. Managing and supporting the grants requirement and implementation for the

- organization;
2. Identify and develop strategies to optimize the grants administration process;
 3. Perform relevant research to identify available grant opportunities and evaluate the results;
 4. Perform grant writing for available opportunities;
 5. Oversee if the grants are implemented according to the operational and financial needs of the organization;
 6. Keep relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities;
 7. Prepare financial or budget plans and allocation along with the finance department in accordance with each requirement;
 8. Monitor paperwork and other related documents connected with grant-funded programs;
 9. Design grant programs;
 10. Manage timelines and deliverables;
 11. Track grant applications;
 12. Prepare grant reports as specified by funders;
 13. Optimize the grant administration process;
 14. Other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge and understanding of:

- Professional writing skills, including grammar, punctuation, spelling
- Grant funding agencies;
- Audit policies;
- Cultural sensitivity;
- HIPAA Privacy and Security Rules;
- Microsoft Office (Outlook, Word, Excel, Internet);
- Safety policies and procedures.

Skills in:

- Excellent and effective written communication skills;
- Strong verbal communication skills;
- Excellent time management and organization skills;
- Detail-oriented;
- Excellent project management skills with experience in managing and supervising administrative projects;
- Effective communication and presentation skills with diverse populations and demographic backgrounds;
- Establishing effective working relationships with other Alluvion Health departments, employees, Federal and State agencies, private agencies, and the general public;
- Microsoft Office and online database management;
- Computer use to manage data to meet essential job requirements.

Ability to:

- Develop short and long-term goals to achieve organizational objectives;
- Read and interpret grant notifications and identify methods in which to execute expected outcomes identified within;
- Ability to plan and strategize financial and budgeting issues;
- Ability to perform in cross-functional team approach and job responsibilities;
- Communicate effectively orally and in writing;
- Observe required work hours;
- Demonstrate punctuality;
- Work as a team member collaborating with patients, community resources and partners such as City County Health Department;
- Adapt to changes in the work environment, managing competing demands, changes approach or method to best fit the situation;
- Deal with frequent change, delays and or unexpected events;
- Work flexible schedule to accommodate organizational needs, may include some evening or weekend hours;
- Adhere to a high degree of confidentiality and sensitivity towards patients involved;
- Maintain confidentiality and compliance with HIPAA privacy and security rules;
- Work with patients with diverse social, economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner;
- Work with people from all walks of life, such as individuals with various social and emotional histories, high risk, unemployed, homeless, abused and people with mental health conditions;
- Work independently with little direction but also work as a team;
- Read and comprehend materials;
- Analyze and compile information;
- Occasionally lift up to 50 pounds;
- Pass a criminal background check;
- Meet established timelines and/or deadlines;
- Observe established lines of authority;
- Identify problems that adversely affect the organization and its functions;
- Offer suggestions for improvements.

Education/Training/Qualifications:

Education/Training:

- Bachelor's Degree preferred **OR** minimum five (5) years' experience in grant writing related field;
- Experience in a Federally Qualified Health Center or Healthcare Setting preferred.

Certifications:

- Valid Driver's License issued by the State of Montana.

Computer:

- Intermediate to advanced software knowledge in Excel, Access, Word, Outlook and the ability to learn and adequately operate Alluvion Health software applications.

Language Skills:

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Physical Requirements:

- 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms;
- Must occasionally lift and/or move up to 40 pounds while transporting equipment and supplies;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

Working Conditions:

- Work indoors in climate-controlled environment 95% of the time.
- OSHA Exposure Category #2 (*The normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.*)

Work Hours:

- Full-time, Exempt. Typically, a 40-hour workweek.

