

Mountain Valleys Health Centers, Inc.

Job Description

POSITION: GRANT MANAGER

REPORTS TO: Chief Financial Officer

AREAS OF RESPONSIBILITY: Planning and overseeing MVHC's strategic fundraising and resource development program as part of the executive team. Managing all current federal, state, local, and private foundation grants. Researching funding opportunities, preparing budgets/analyzing data, and writing/submitting final grant proposals. Assisting with implementation of grant awards as well as tracking financial transactions.

QUALIFICATIONS: Bachelors degree in business administration, public relations, or related field preferred. At least three years experience in medical management. Excellent writing/communication skills and attention to detail. Fiscal acumen and the ability to understand/interpret financial data. Computer literacy; proficiency in Microsoft Office Products. Knowledge of corporate policies and procedures. Knowledge of principles of administration, corporate compliance regarding funding sources. Ability to think clearly, quickly analyze and solve problems. Excellent organizational skills. Perform tasks using own initiative and without detailed instruction. Must possess current valid California or Oregon ID card.

DUTIES AND RESPONSIBILITIES: The following statements for this position reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered a detailed description of all the duties required that may be inherent in the position.

1. Manage and support the grants function and implementation for the organization.
2. Determine funding needs in conjunction with the executive team.
3. Research and identify potential individual, corporate, and foundation funding sources.
4. Develop relationships with outside support agencies.
5. Coordinate the development, writing, and submission of funding proposals and grant applications.
6. Prepare and monitor grant budgets; track payments/expenditures.
7. Prioritize, manage, and track grant application deadlines.
8. Assemble/interpret internal and external financial/grant data.
9. Evaluate results pertaining to grant implementation.
10. Adhere to MVHC's Corporate Compliance policy and procedures.
11. Other duties as assigned.

CUSTOMER CARE: A core value of Mountain Valleys Health Centers' is our dedication to high-quality customer care. As a Community Health Center, our patients are our vitality; therefore, every patient will be treated accordingly.

At MVHC a customer is defined as but not limited to a patient, vendor, contractor, granting agency, community business, and employee. Customers will be treated with the utmost dignity and respect regardless of their socio-economic status, insurance type, job position, and/or race, etc. Discrimination is unacceptable and is grounds for immediate termination.

Every employee of MVHC will adhere to the Accountability Measures outlined either at the onset of employment or at the date of this signed job description. Should these expectations not be upheld, the employee understands that disciplinary action will be taken which could lead to immediate termination.

By signing this job description, the employee commits to providing the highest quality customer care and will strive to make each patient feel as though they are the only one.

PHYSICAL REQUIREMENTS: Requires standing, walking, sitting, lifting up to 25 lbs., carrying pushing, pulling, stooping, kneeling, stretching, reaching, hand and wrist movement, twisting, hearing, seeing, and talking.

EMPLOYEE ACKNOWLEDGEMENT: I have read my job description and understand its contents. I agree to perform the duties and responsibilities with the highest standards. If at any time I have questions about this job description's contents, I will discuss them with my supervisor for clarification.

Employee Signature

Date