Penobscot Community Health Care
Job Description

Manager of Grants and Contracts

Reports To: Director of Development
Supervises: All assigned staff
Status: Salaried

POSITION SUMMARY

This position requires a detail-oriented, self-motivated manager who is flexible, well-organized and able to communicate effectively. Under the direction of the Development Director, the Manager of Grants and Contracts will oversee incoming grant awards, contracting, reporting, and other administrative functions. Working with the Development Director, the Manager of Grants and Contracts will develop strategies to optimize the grant and contract management process in order to support the organization’s evolving needs – particularly in light of increased grant volume and complexity.

ESSENTIAL JOB FUNCTIONS

1. Oversees application process to successful award.
2. Establishes checklists and timetables to meet deadlines. Strive to make the grant management processes as efficient and effective as possible.
3. Maintains up-to-date and accurate database of proposal and reporting due dates, keeping relevant staff informed of upcoming deadlines and ensuring on-time and complete follow through on all grant applications, RFPs and reports on awarded grants.
4. Maintains accurate and complete electronic and hard copies of grant files and data.
5. Tracks current government and private grant cycles to ensure continuous funding where applicable. Manages reporting requirements in HRSA Electronic Handbook for federal grants.
6. Serves as liaison between staff receiving award and the grantor to ensure funder reports are complete, timely, and accurate. Assists in preparation of reports to funding sources.
7. Prepares databases to generate adequate grant and project reports. Organize and prepare reports for capital projects and grants.
8. Oversees development of process and procedures to track changes to capital projects and grants. Assists in compiling financial, statistical data and reports as assigned.
9. Works closely with program, finance, IT, and facilities staff on project goals, activities, outcomes, and grant deliverables. Works with accounting on complete and accurate reporting of payments.
10. Works closely with the Director of Development to plan and execute fundraising activities, including grant writing and capital campaigns.
11. Maintains, tracks, facilitates Hope House quarterly and annual contract renewal and grant reporting.
12. In collaboration with the Director, reviews Requests for Proposals (RFPs), Notice of Funding Opportunities (NOFAs), funder inquiries, etc. and responds to these as instructed.
13. Maintains all company contracts; keeps Executive Summary and timeline on each contract up to date. Notifies Director of contract renewal times during the year.
14. Meets Director’s informational needs by gathering records, reports, correspondence or other specific information. Draft correspondence for the Director as needed.
15. Plans and coordinates meetings and events. Arranges catering and food service as needed.
16. Prepares and distributes material and agendas for a variety of meetings. Takes minutes as requested.
17. Prepares a wide variety of written materials including reports, memoranda, correspondence, questionnaires, directives and presentations, and disseminates to appropriate individuals.
18. Writes and processes thank you letters for donations and awards received.
19. In collaboration with the Grant Specialist, submit Change in Scope requests as determined by the Director and/or CEO into electronic handbook.
20. Maintains Director’s travel arrangements and appointment calendar.
22. Interacts harmoniously and effectively with others, focusing on the attainment of organizational goals and objectives through a commitment to teamwork.
24. Complies with all safety rules and protocols, as established by the Environment of Care Committee. Immediately reports any workplace injury to supervisor.
25. Current on all required training for the current year.
26. Performs all other duties as assigned by supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of grants processes; including ability to review, administer and monitor grants through to completion.
- Ability to write and organize reports with skill in gathering required information. Knowledge of organizational policies, procedures and systems.
- Knowledge of computer systems, applications and equipment.
- Knowledge of basic arithmetic to make calculations, balance and reconcile figures.
- Skill in written and verbal communication. Ability to assist Director in preparing and giving oral presentations.
- Ability to establish and maintain positive and cooperative working relationships with staff, the public and external agencies.
- Ability to exercise initiative, problem-solving and appropriate decision making.

**TYPICAL WORKING CONDITIONS**

- Normal office environment.
- Involves contact with staff, patients and the public.
- Work may be stressful at times. Contact may involve dealing with people who are angry or upset.
- Working extended hours may be required as needed.

**FUNCTIONAL DEMANDS**

- Requires prolonged sitting and some standing, walking, bending, stooping, kneeling, crouching, crawling, stretching, and climbing stairs.
- Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment.
- Vision must be correctable to 20/20 and hearing must be in normal range, aided or unaided, for telephone contacts.
- Requires some lifting occasionally (up to 30 pounds).
- It is necessary to view and type on computer screens for long periods and working in an environment which can be very stressful.
EDUCATION AND EXPERIENCE

- Bachelor’s degree in related field required.
- Excellent computer skills, particularly Microsoft Office, required.
- Previous project management experience with minimal supervision.

Employee Acknowledgement:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request. I have received a copy of my job description and can perform the essential functions of this job, with or without reasonable accommodation.

________________________________________  _____/_____/_______
Signature                        Date

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Print Name

Revised 07/2011