

JOB DESCRIPTION



POSITION TITLE: Grants Manager

REPORTS TO: Director of Community Impact and Grantmaking

SALARY: Salaried, Exempt Benefits eligible position

JOB SUMMARY:

The Grants Manager supports Verdant Health Commission’s strategic priorities of community engagement, partner relationships, and impact-based grant making. The Grants Manager serves as a subject matter expert with Verdant’s Grant Management Software and assures accuracy of data entry by grantees. This position supports community members to access Verdant resources and builds strong, trusting community relationships. This position also manages the creation of data dashboards for use in Verdant media and marketing and the creation of routine reports for the Verdant Board of Commissioners. The Grants Manager reports to the Director of Community Impact and Grantmaking.

ESSENTIAL JOB DUTIES:

Data Management (30%)

- Support Verdant’s efforts to become more data-driven in program evaluation, decision making, community needs assessment and response.
- Track and monitor quality outcome data generated by electronic grant management system routinely and as requested.
- Prepare reports for staff and Commissioners routinely and as requested.
- Conduct database audits, help assure data integrity, and routinely assess policies and practices to identify opportunities for improvement.
- Create and manage mechanisms to track and monitor grant deliverables and support creation of processes to monitor reporting and payment schedules.
- Develop strong proficiency in Verdant’s grant management software.

Grants Management (50%)

- Serve as staff lead on electronic grant management system and support grantees, staff, and commissioners in troubleshooting common issues. Includes creating and maintaining standard training materials and identifying root causes of errors and potential staff/grantee training needs.
- Serve as staff lead on grant compliance, review all submitted grantee reports for accuracy, and monitor progress towards contracted goals.
- Communicate with grantees to identify compelling stories to share through various Verdant media and communication channels such as The Canopy, social media, and annual reports.
- Communicate with grant applicants and funded partners regarding inquiries related to applications, contracts, and reporting and review all submitted materials for accuracy and completeness.
- Actively participate in assigned project activities and meetings with internal and external partners, and lead subgroups and/or contract-specific meetings as assigned

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Community Partnerships (20%)

- Connect and build relationships with a broad range of community members, including underserved populations, that support Verdant priorities
- Represent the Verdant Health Commission in the community by attending community events, forums, and other activities.
- Collaborate with Verdant team for sharing data and success stories from grantees to include in online and print materials that promote Verdant.
- Act as a liaison with community to connect to Verdant resources.

QUALIFICATIONS:

Education and Experience Requirements:

- Bachelor's Degree strongly preferred. A combination of work and lived experience may substitute this requirement.
- Experience working in or with a non-profit and/or public health agency and strong commitment to community-based programming.
- Experience working with grant-based programs, grant tracking and/or grant databases

Knowledge, Abilities and Skills:

- Proficient in various office software, including Microsoft Office (Word, Excel, Outlook, PowerPoint, SharePoint) with the ability to adapt to new technology.
- Proficient in grants management and/or data management systems including the ability to implement alternative processes to support access for all applicants.
- A passion for, and experience with, collecting and analyzing data and communicating data-driven impact stories.
- A commitment to the community of South Snohomish County and ability to work respectfully and effectively with partners from diverse political, ideological, and cultural communities, including a desire to learn more about the needs of the communities.
- An abiding commitment to diversity, equity and inclusion in all forms.
- Stellar communication skills.
- Calm under pressure.
- Strong sense of integrity.
- Ability to work collaboratively as part of a team.

Working Environment/Physical Requirements:

- To successfully perform the essential duties of this position, an individual must be able to sit at a desk for extended periods of time, and use office equipment, including phones and computer keyboards. Individuals must be able to engage clients over the phone and in-person by voice. Regular attendance is an essential function of the position. Potential evening and weekend hours needed for meetings or events occurring outside traditional business hours.
- Reasonable accommodations may be made to assist individuals with disabilities to perform essential position functions.

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- Position requires travel using personal vehicle.

Other Requirements:

- A valid driver's license and proof of insurance are required. Successful candidate will have ready access and ability to operate a motor vehicle for work-related travel.
- Final candidates are subject to a background check.

LIMITATIONS AND DISCLAIMER

The above position description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Team members will be required to follow any other position-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.

The Verdant Health Commission does not discriminate employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

ACKNOWLEDGMENT

The above at-will position description has been reviewed by me. I understand my duties and responsibilities. I also understand that duties and responsibilities may change to meet the needs of the organization.

Employee name: _____ Date: _____

Supervisor's name: _____