



Grants and Contracts Manager Job Posting

JOB TITLE:	Grants and Contracts Manager
FLSA STATUS:	Exempt, Full-Time Position
BENEFITS:	Health Insurance, 403(b) Retirement Plan, Life Insurance, Flexible Spending Accounts (FSA), Employee Assistance Program (EAP) and Wellness Days.
POST DATE:	July 9, 2020
CLOSE DATE:	Open until filled

POSITION PURPOSE & SCOPE

The Grants and Contracts Manager will lead in managing fund development for the organization, including proposal research, writing, budgets, and submittals across all programs in the organization. The Grants and Contracts Manager is responsible for sustaining current revenue sources, while also expanding funding opportunities through research and pursuit of new funding streams. The Grants and Contracts Manager will work closely with senior leadership and management staff to identify and develop strategies to optimize the grants administration process.

TYPICAL DUTIES

- Take a lead role in the development of proposals and presentations, to create and nurture funding opportunities and partnerships.
- Prepare and compile all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- Establish new revenue sources from private and public foundations, government entities, and corporations to fund organizational objectives and meet program needs.
- Manage current revenue funding streams.
- Respond to RFQ's, manage budgets and report on deliverables.
- Develop and maintain specialized databases for recording and tracking grant proposals, awards and related statistical information.
- Monitor and coordinate the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
- Keep relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
- Prepare introductions, letters of intent, grant requests/proposals, grant reports, sponsorship package copy, individual donor appeals, and similar fundraising materials as required.
- Provide detailed reports to the funders and the board of directors with respect to the organization's progress.
- Other duties as assigned.

JOB RELATIONSHIPS

- a. Responsible to: Chief Executive Officer and/or Chief Operating Officer
- b. Interrelationships: Senior leadership, board of directors, and managers.

EDUCATION & EXPERIENCE

- Bachelor's degree in English, Journalism, Non-Profit Management, Business Management, Public Relations or other related field that requires strong writing ability and analytical skills required. Master's degree preferred.
- At least six years of experience working in a management-level position within a health, nonprofit or social services field required.
- At least three years of experience in fundraising, fund development or grants/contracts management required.

QUALIFICATIONS, KNOWLEDGE, ABILITIES

- Strong background in grant writing, grants management, relationship management, prospect research and a proven record of successful grant tracking and reporting.
- This position requires exceptional attention to detail, a high degree of technological proficiency, familiarity with budgets and financial reporting, and the ability to rapidly adapt to new systems and information.
- Working knowledge of not-for-profit organizations, with emphasis in grant writing.
- Knowledge of potential sources of health care contract and grant funding.
- Excellent verbal and written communication skills with ability to read, write, speak and understand English clearly.
- Knowledge of current developments/trends in area of expertise.
- Cultural awareness and competency skills.
- Awareness of socio-cultural characteristics of population served by Sacramento Covered.
- Exceptional ability to connect and engage with people.
- Detail oriented, organized and possess time management skills.
- Strong interpersonal skills with a demonstrated ability to work independently on individual and assigned tasks while exhibiting good judgment.
- Working knowledge of Microsoft Office applications preferred.
- Problem solving, decision-making and critical thinking skills required.
- Must be able to work flexible hours (morning, afternoon and or evening shifts including weekends as needed).
- Occasional statewide travel.
- Must have reliable transportation and be able to travel within the County.
- Must have a valid driver's license and pass a background/fingerprint check.

DESIRED KNOWLEDGE

Successful candidates will have working knowledge of healthcare trends, and will preferably have experience working with Medi-Cal population. Awareness and knowledge of the social determinants of health (including access to healthcare, socioeconomic status, physical environment, etc...) as well as emerging initiatives to address them, is highly desired. Fundraising background in health & homelessness preferred.

PHYSICAL FACTORS

Physically able to walk, stand, stoop and lift, good manual dexterity, visual and auditory acuity.

HOW TO APPLY

Please submit the following documents below by email to HR Manager, Lizette Rodriguez at lizette@sacramentocovered.org

1. Cover Letter
2. Resume
3. Completion of supplemental questionnaire upon request and submission of writing sample.

Your resume will not be considered if a cover letter is not included.

No phone calls please.

For more information about Sacramento Covered, please visit www.SacramentoCovered.org.

Sacramento Covered is a nonprofit, 501(c)(3) organization whose mission is to improve the overall health of residents in the region by connecting individuals and families to health coverage, primary care, preventive services and other healthcare related needs to live healthy lives.

Sacramento Covered is an equal opportunity employer.

Sacramento Covered does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.