

Grants and Contracts Analyst

- **FLSA Status:** Full-time, Non-Exempt
- **Compensation:** \$24 - \$30 per hour
- **Post Date:** March 17, 2023
- **Close Date:** April 10, 2023

The Grants and Contracts Analyst will provide support to the grants, contracts, and development department, and will report to the Director of Strategic initiatives. This position will administer and organize all types of fund development projects, from simple activities to more complex plans, including but not limited to organizing stakeholder meetings, proposal research, writing, budgets, and preparation for submittals across all programs. The Grants and Contracts Analyst will work closely with the management team to achieve project goals and objectives and provide administrative support for organizational contracts and grant administration.

About Sacramento Covered

Sacramento Covered is a nonprofit organization with a mission to improve health and wellbeing of Sacramento area residents by addressing the social drivers of health (including access to food, housing and health insurance). We value our team members for the essential work they do in our community year-round. We offer competitive pay, robust benefits, and maintain work-life balance within a diverse and inclusive work environment that is purpose-driven and outcomes-focused!

Healthcare Benefits

We provide:

- 100% of our employees' medical, dental, and vision plans
- 100% of employee dependents' medical plans
- Employee life Insurance coverage equal to 100% of annual salary
- A pre-tax Flexible Spending Accounts (FSA) for healthcare and dependent care expenses



Wellness Program & Paid Time Off

Each year, we provide:

- 120 hours of vacation and sick time
- 2 paid Wellness Days
- 13 paid holidays
- Employee appreciation events, professional development training, and retreats
- Access to an Employee Assistance Program (EAP) to help employees navigate work-related and personal issues



Financial & Retirement

We offer:

- A 403(b) Retirement plan with immediate employer match up to 4%
- An opportunity for yearly bonus
- An Employee Referral Program (\$250 when you refer each future team member)



Other Benefits

We also offer:

- An Employee Perks Program with discounts on amusement parks, travel, concerts, and more
- Mileage and tech reimbursement for eligible positions
- Clinical supervision hours provided by Licensed Clinical Social Worker (LCSW) staff for eligible team members
- Sacramento Covered-branded swag (shirts, hat, jackets, and more)
- Modern collaborative work space*
*most positions



Job Duties

- Coordinate and participate in stakeholder meetings for existing or future grants, contracts and projects.
 - Assist with research for proposals, health policies, and best practices in contract management, grants administration or local/regional strategic opportunities.
 - Assist with preparing and compiling all components of each grant submission, ensuring that the proposal is formatted, and packaged in accordance with granting agency requirements.
 - Provide overall administrative support to management including managing calendars, meetings, and deadlines.
 - Keep files/contracts and data organized, accurate and current.
- Communicate with relevant staff of grant/contract deliverables including reporting deadlines, reports, documentations, and scope of work/goals.
 - Monitor and coordinate the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
 - Maintain specialized databases for recording and tracking grant proposals, awards and related statistical information and propose improvements if necessary.
 - Assist with year-end closing and external audit.
 - Other related duties as assigned.

Requirements

- **Employment Experience:** At least three years of experience working on projects with a health, nonprofit or social services field required.
- At least one year of experience in fundraising, fund development or grants/contracts administration required.
- **Educational Attainment:** Bachelor's degree in English, Journalism, Non-Profit Management, Business Management, Public Health, Public Relations or other related field that requires strong writing ability and analytical skills required.
- **All newly hired employees are required to be fully vaccinated against COVID-19 prior to the first day of employment.**
- **Report to office located in Downtown Sacramento**

Knowledge, Skills and Abilities:

- Strong background in project coordination specifically for grants management and strategic initiatives.
- 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.
- Exceptional writing and grammar skills with ability to read, write, speak and understand English clearly.
- Organized, flexible, and able to meet multiple deadlines simultaneously.

- Analytical and research skills.
- Ability to work collaboratively with others and remain calm under pressure.
- Able to communicate effectively with absolute professionalism with a variety of stakeholders
- 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.
- 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.

Physical Activities and Demands:

- Physically able to walk, stand, stoop and lift, good manual dexterity, visual and auditory acuity.
- Repeating motions that include the wrists, hands and/or fingers. (e.g., typing)
- Occasionally lift and/or move objects up to 15 pounds.
- Assessing the accuracy, neatness and thoroughness of work assigned.

Environmental Conditions:

Normal temperatures in an open office environment. Quiet office environment with occasional noises and interruptions. Open office layout with enclosed office spaces.

To apply for this position: Please submit a resume and cover letter. Your resume will not be considered if a cover letter is not included.