

Codman Square Health Center

Position Description

Position Title: Grant Manager

Department: Executive Office

Reports To: Chief Advancement Officer / Chief of Staff (CAO/COS)

Position Summary:

Reporting to the CAO/COS, the Grant Manager researches and prepares grant proposals and applications to fund programs in line with the mission of the Codman Square Health Center, maintains existing funding relationships, prepares reports as needed and ensures compliance with all existing grants and funders.

Primary Responsibilities:

1. Research and prepare proposals and grant applications
 - a. Identify opportunities for institutional funding
 - b. Research new funding opportunities
 - c. Develop proposals and grant applications for institutional funding
 - d. Collaborate with staff champions to collect information and data for proposals and reports
 - e. Provide writing and editing support to staff throughout the organization as needed
 - f. Submit grant applications and reports for the organization
 - g. Complete and submit necessary regulatory documents (e.g. UDS) in a timely manner
 - h. Assist with audits, federal site visits, and organizations auditors to provide timely information as required
2. Maintain and implement funding calendar
 - a. Maintain funding calendar
 - b. Implement funding calendar activities including writing reports as required by granting party
 - c. Maintain filing system
 - d. Notify champions of deadlines to ensure timely submissions

3. Serve as liaison

- a. Manage relationships with internal stakeholders and current, new, and potential partners
- b. Maintain a portfolio of funders
- c. Represent the organization at site visits, public events and other venues as necessary
- d. Work with federal, state and City of Boston governmental entities as well as private funders on grant and report submissions

4. Budget and Compliance

- a. Work with appropriate Development, Clinical champions and A&F staff to make sure that grants are in compliance
- b. Work with appropriate program staff and Development and A&F staff to develop project-based budgets

Qualifications:

Bachelor's degree and a minimum 5 years related experience and a proven track record in government grant writing and program development. Previous experience should demonstrate a proven track record in securing government funding opportunities. Experience with grants.gov submission process desirable. Highly organized to produce quality work; product within tight time constraints. Ability to produce well-researched, well-written and well-documented fund-raising proposals to all levels of government. Ability to work independently in a busy environment. Excellent computer skills including, MS Office 2007.

CSHC Grant Manager JD 112817