**Grant Program Manager**

|  |  |
| --- | --- |
| **Primary Category:** | Administrative - Management |
| **Type of Position:** | Full-Time |
| **Education Requirement:** | Bachelor's |
| **Experience Requirement:** | 3-5 years |
| **GENERAL RESPONSIBILITIES**Working with Executive Leadership, leads the corporate activities designed to improve the amount and percentage of resources contributed to [CHC] from state, local, federal, and non-federal sources to support strategic objectives. The Grant Program Manager is responsible for ensuring compliance with all state, local and federal grant specific regulations, requirements, reporting mechanisms, and FQHC policies and procedures. This role will be responsible for creating clear plan for the grant process including the timely collection of paperwork, reports budgets, Letters of Authorization, and grant agreements. The position has a particular focus in helping to bring potential projects to funding readiness, preparing, or assisting with grant applications to secure that funding, assists in grant implementation and reporting.**MINIMUM QUALIFICATIONS*** Bachelor's degree in public health, health education, communications, marketing or another related field or equivalent education, training, and experience.
* At least five years of recent grant writing and/or funds development experience in the health field or a closely related area.
* At least 2 years' experience in in state or federal funding program management.
* Strong conceptualization capabilities to introduce new ideas and solutions that will improve methods, procedures, or systems.
* Knowledge of the health and human services infrastructure and the healthcare marketplace.
* Must be able to understand and interact respectfully and effectively with diverse cultural and socio-economic populations.
* Must be able to speak effectively before groups and actively engage the general public in outreach situations. Strong interpersonal and networking skills.
* Excellent communications skills, both oral and written. Able to resolve differences of opinion, using tact and diplomacy. Excellent customer service skills.
* Effective time management and organizational skills with the ability to work independently.

**PREFERRED QUALIFICATIONS*** Master's Degree in public health, communications, or a related field.
* Experience in HRSA grant applications management.
* Knowledge of community health center program operations and expectations.
* Bilingual in English and Spanish.
* Experience working in a non-profit or community organizing setting.
* Documented successful experience with funds development activities.
 |