

Director of Grants Management

Job Description



REPORTS TO:

Chief Financial Officer

EDUCATION & EXPERIENCE:

- Bachelor's Degree required; Master's Degree preferred.
- Experience in managing federal and non-federal grants, particularly for a non-profit health care organization.
- Proven capability in administration, management, and supervision of grant-focused teams.
- History of creating and maintaining grant programs, partnerships, and collaborations.
- Knowledge of local, regional, state, and national grant resources.

SKILLS:

- Deep understanding of the organization's mission, vision, and objectives.
- Ability to communicate and implement vision and strategy to team members.
- Proficiency in providing leadership to a specialized team.
- Adeptness in a cross-functional team approach and shared job responsibilities.
- Excellent project management, organizational, interpersonal, and presentation skills.
- Strong fiscal planning and budget management competencies.
- Detail-oriented with the ability to prioritize and produce quality, timely deliverables.
- Capacity to read, comprehend, and interpret detailed grant specifications, policies, and guidelines.
- Proficient command over written and verbal communication.
- Computer literacy with familiarity in relevant software programs and Internet use.

PRIMARY DUTIES:

- Manage internal team of Grants Accountant and Grants Coordinator as well as external relationship with team of Grant Writer contractors.
- Identify and secure diverse grant revenue from federal, state, private foundations, and other sources.
- Direct and oversee the application and reapplication processes for key grants, such as HRSA Section 330 and other governmental grants.
- Regularly monitor and stay abreast of all new HRSA grant opportunities pertinent to FQHCs, ensuring the organization is informed and positioned to capitalize on relevant opportunities.

- Conduct research to pinpoint available and pertinent grant opportunities, evaluating them for alignment, feasibility, and organizational capacity.
- Develop and implement strategies to enhance the grants administration process, ensuring alignment with organizational operational and financial needs.
- Provide ongoing management and oversight for grant-funded initiatives, ensuring projects stay on time and within budget, fully integrated within the finance office's processes and procedures.
- Approve and submit requisite reports and documents in line with funder and organizational regulations.
- Coordinate with the broader finance office to ensure proper invoicing and accounting for grant funds.
- Monitor and manage reports and documents associated with grant-funded programs, ensuring internal compliance and satisfaction.
- Foster a culture of service excellence within the grants department, ensuring collaboration, effective communication, and a strong sense of satisfaction with grant collaboration among all coworkers at Waco Family Medicine and external stakeholders, contributing to the success and strategic alignment of the organization.
- Promote diversity, equity, and inclusion within the grants department, valuing colleagues' diverse abilities, orientations, ethnicities, faiths, and genders. Uphold Waco Family Medicine's commitment to fostering a collaborative environment where all are welcome, supported, and integral to the organization's success and alignment.
- Duties as assigned by the CFO, in alignment with organizational needs and strategic priorities.

PHYSICAL & MENTAL REQUIREMENTS:

- Possess a valid Texas driver's license with appropriate liability insurance.
- Visual and auditory accuracy.
- Regular computer use.
- Prolonged periods of sitting.
- Continuous phone and computer use.
- Continuous repetitive hand movements.
- Continuous conversational communication.
- Occasional reaching.
- Frequent use of personal vehicle for work-related tasks.
- Occasional travel may be required.