



Director of Grants & Fund Development

Reports to: Chief Executive Officer
Department: Administration
Program (if applicable): N/A
Job Status: Non-Union

Classification: Exempt
UDS Code: 030A Management and Support Staff
Date Revised: N/A
Revised by: N/A

MAJOR FUNCTION

The Grants Director plays an integral role within Henry J Austin Health Center's organizations, educational institutions, and government agencies, overseeing the entire lifecycle of grant funding. The Grant Director will identify potential funding opportunities, coordinate the development and submission of grant proposals, and ensure compliance with grantor guidelines. By effectively overseeing these responsibilities, the Grants Director supports the financial health and mission advancement of their organization. Their expertise not only in securing new funding but also in maintaining and strengthening relationships with funders. They will direct all areas of fundraising and communications and policy advocacy for HJAHC. This position is primarily responsible for developing programs and strategies to identify, cultivate, track, and solicit prospective individuals, corporate and foundation sources for gifts to fund the organization's identified priorities. Through strategic planning and meticulous attention to detail, the Grants Director ensures that the organization is well-positioned to pursue its goals through external funding opportunities.

ESSENTIAL FUNCTIONS

- Oversee the development and implementation of grant-seeking strategies to secure funding from government agencies, foundations, and corporations.
- Lead the preparation and submission of grant proposals, ensuring compliance with funder guidelines and deadlines.
- Manage the grants department or grant team members calendar to track proposal submissions, report due dates, and renewal opportunities.
- Coordinate with finance and other departments to develop budgets and narrative reports that accurately reflect the organization's needs and objectives.
- Establish and maintain relationships with funders and potential donors through regular communication and updates on project progress and outcomes.
- Train and mentor staff on grant writing techniques, funder research methods, and project reporting requirements.
- Conduct post-award grant administration, including contract negotiation, compliance monitoring, and financial reporting.
- Evaluate the effectiveness of grant-funded programs, including conducting site visits and engaging with program beneficiaries to gather feedback for continuous improvement and future funding opportunities.
- Oversee the compliance of grant staff (coordinators, writers, and administrators) with their job responsibilities.
- Identify and develop strategies to optimize the grants administration process.
- Perform relevant research to identify available grant opportunities and evaluate the results.
- Provide research and writing support for various funding opportunities.
- Work closely with senior management/executive team members to research, acquire, and develop funding opportunities.
- Keep relevant staff informed about upcoming deadlines and deliverables, ensuring smooth completion of

responsibilities.

- Represent the organization at area foundation meetings regarding grant/contract opportunities.
- Attend required development staff meetings to provide input on department direction and updates on current work-in-progress.
- Attend all required training sessions by the organization, accreditors, and funders.
- Prepare financial or budget plans and allocation in coordination with the planning and finance department according to each requirement.
- Analyze budget trends and make recommendations for cost control and reduction for various grants.
- Provide detailed financial reports to funders and the board of directors.
- Assist in the collection of data needed for required grant/contract reports and the creation of reports for review by the Senior Administration.
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
- Work directly with program leaders and Quality Department staff to track grant outcomes in relation to funding requirements.
- Provide training to new staff on grants management and reporting requirements.
- Ability to work within a team and support junior staff.
- Demonstrate initiative and teamwork in all activities.
- Participate with the Chief Executive Officer, staff, and Board in charting the organization's course in fund development and communications planning.
- Develop, manage, and deliver a clearly defined fundraising and a communication strategy (incorporating a related communication plan) which will ensure sustainable revenue for the running costs of HJAHC and build a suitable level of reserves.
- Keep informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector; inform the Chief Executive Officer, development team and board on current trends, issues, problems, and activities to facilitate policy making. Recommends policy positions concerning fund development.
- Grow the portfolio of the major fundraising areas of HJAHC - Major Donors, Online Giving, Planned Giving, Foundation Grants, Government Grants, and Special Events.
- Meet or exceed fundraising and development targets established within the annual budgeting process. Participate in development of future operating and capital plans. Develop other key metrics and targets to monitor the organization's philanthropic activity.
- Work closely with the Chief Executive Officer and the Board of Directors to facilitate development activities and engage key donors and prospects, as well as ensure that the fundraising strategy supports overall organizational strategy and complements the financial programs and advocacy strategies.
- Other duties as assigned.

OTHER FUNCTIONS

- Support evaluation processes for grantees
- Support regular staff team meetings and other meetings with scheduling, preparing agendas and materials, facilitating and/or notetaking.

EDUCATION & EXPERIENCE

- A minimum of 3 years of full-time equivalent experience in a similar administrative position
- Bachelor's degree is **required**.
- A master's degree is *preferred*.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER

- Excellent project management skills with experience in managing and supervising administrative projects.
- Possess excellent organizational skills.
- Strong command over written and verbal communication.

- Excellent interpersonal and presentation skills.
- Good understanding of the organization's overall business and its objectives.
- Possess good knowledge of planning and strategizing financial and budgeting issues.
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
- Ability to work within a team and provide support to team members.
- Ability to perform in a cross-functional team approach and job responsibilities.
- A multi-tasker with a strong ability to work under pressure.
- Ability to prioritize work, meet deadlines, and produce quality results on time with attention to detail.
- Proficient in using computers with related knowledge of software programs and the Internet.
- Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.
- Proficiency with Microsoft Office, video Conferencing platforms, and or other database programs a must.
- Excellent professional communication skills.
- Strong writing and note-taking.
- Reliable and well-organized.
- Ability to handle sensitive information with confidentiality and respect.
- High level of accuracy and attention to detail.
- Ability to grow and pivot with changing needs within the organization and the field.

PHYSICAL & WORK REQUIREMENTS

The person in this position needs to occasionally move about inside the office, inside the facility, and occasionally between facilities as needed to perform essential job functions. The person in this position constantly operates a computer and other office productivity machinery, such as a phone or cellular device. The person in this position frequently communicates with employees, senior management, and/or other individuals, so they must be able to exchange accurate information in these situations. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials.

Henry J. Austin Health Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, creed, color, national origin, ancestry, marital status, civil union, domestic partnership, affectional or sexual orientation, genetic information, sex, gender identity, disability or veteran status.