



## **Grant Manager (Full-Time Exempt)**

### **Job Summary**

Under the general direction of the Chief Philanthropy Officer, responsible for leading the Foundation's strategy and activities of writing, researching, and submitting grants that align with Emanate Health funding priorities, with a primary focus on cultivating long-term strategic relationships with funders. Prepare high-quality, compelling funding proposals and reports that support Emanate Health's mission. Enhance and elevate the visibility and reputation of Emanate Health as a visionary healthcare leader as demonstrated through successful grant management.

Duties include communicating with Emanate Health medical leaders; researching and analyzing funding opportunities; and drafting, editing, and submitting grant proposals and progress reports on an ongoing basis. The position calls for an excellent project manager who possesses a passion for philanthropy, with exemplary writing skills and proven results in soliciting funds for operating, program, and capital needs.

### **Job Requirements**

**Minimum Education Requirement:** Bachelor's degree in related area and/or equivalent experience/training. Advanced degree and fundraising certification preferred. Experience with Raiser's Edge and NXT database preferred.

**Minimum Experience Requirement:** At least three years of grant management experience with a successful track record of identifying and obtaining foundation, corporate, and government funding. Demonstrated knowledge of grant management process and writing/preparation of submissions. Excellent research and communication skills. Ability to take initiative and manage multiple deadlines and priorities. Ability to develop, write, and implement grant narratives, budgets, and financials and ability to provide necessary documentation to support grant requirements. Ability to gather, analyze, and evaluate a variety of data. Demonstrated ability to work collaboratively in a team-based environment. Excellent customer service and relationship-building skills required. Previous experience in a health care agency preferred.

**Minimum License Requirement:** Valid California State Driver's License.

## Job Specific Key Results Areas

- Leads, manages, and coordinates grant activities from private foundations, corporations, vendors, and government agencies supporting Emanate Health's operating, program, and capital improvement needs.
- Understands the history, structure, objectives, and financial needs of various Emanate Health Service lines. Participates in interdepartmental meetings with internal clinical and administrative staff to identify, prioritize, and coordinate needs and grant requests.
- Investigates funding organizations and opportunities to identify grants that are a fit for Emanate Health. Manages Foundation Directory and other grant research resources.
- Establishes and maintains sustainable and positive relationships with local, regional, and national grant funders. Understands and ensures that specific funding requirements are met.
- Composes and edits grant narratives and compiles supporting documents, including budgets and financials. Submits proposals and maintains contact with funders during their grant review to supply additional supportive material if needed. Responds to internal and external queries on drafted and submitted proposals. Coordinates and prepares for site visits from funding organizations.
- Consistently maintains grant calendar to track funding opportunities, deadlines, requirements, and procedures. Provides timely advice to prospect management team regarding grant strategy.
- Supplies funders with progress reports and appropriate stewardship for funded projects/programs. Completes all required post-award reports and evaluations as needed.
- Maintains relevant constituent records and submits activity updates related to grant opportunities in Raiser's Edge NXT database.
- Performs other duties as required.
- Participates in all required staff development training, as well as continuing education programs that are applicable to this function. Conducts all job duties and activities in accordance with Foundation policies and procedures.
- Keeps up to date on grant management methods and best practices to broaden the scope of the Foundation's current model. Demonstrates responsibility for own standard of practice.

Pay Range: \$36.32 - \$53.39

Apply online at: <https://jobs.emanatehealth.org/job/west-covina/grant-manager-foundation-full-time-exempt/289/64348162736/>