TITLE: Grants Specialist

REPORTS TO: Director of Planning and Grants

STATUS: Exempt

HOURS: 40 hours per week

VISION, MISSION & VALUES:
Every employee of SIHF Healthcare is expected to uphold our vision, mission and values. Our actions will reflect our values of compassion, diversity, integrity, excellence and teamwork creating a culture in which all individuals are treated with dignity and respect. This will result in our vision of People achieving their highest quality of life through the fulfillment of our mission to lead individuals and communities to their healthiest lifestyle by providing a coordinated network of health and supportive services.

CUSTOMER SERVICE COMPLIANCE STATEMENT:
Treat every person with dignity, respect and kindness by listening with your full attention, address questions/concerns immediately, and accept responsibility to follow through by always doing what you say you will do. You support our customers, and your team, by being patient, understanding and positive, knowing that you are SIHF Healthcare to those we serve.

POSITION DESCRIPTION:
Research, write, and prepare for submission of government, corporation, and organization grant applications. Develop and oversee the monitoring and evaluation component of assigned grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Provide support in grant proposal development, including internal and external research as necessary. This includes research and analysis of funding opportunities and sources. Shall research and mine data sources to support to the Director of Grants & Planning while developing grant programs.
2. Shall assist in the preparation of grants to include writing, organization of content, coordinating with internal staff, and prepare grant applications for submission. Perform support functions for the Director that includes the completion of forms and managing steps for submittal.

3. Shall coordinate and implement administrative projects/assignments as directed.

4. Will assist with the preparation of program evaluation and impact reports.

5. Collects data to support technical assistance request for program staff and providers.

6. Schedule and participate in meetings around grant proposal development as needed.

7. Other responsibilities as assigned by Director.

ADDITIONAL POSITION DESCRIPTION:
1. Supervise staff as needed.

2. Develop monitoring system and tools necessary for tracking and evaluating grant programs.

3. Attend grant mandated conferences and trainings.

4. Perform other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:
1. Knowledge of community resources within the SIHF Healthcare service area is helpful.

2. Proficient personal computer skills (word processing, spreadsheets, graphics, routine, database, electronic mail).

3. Proficient research skills, including ability to search national, state and other publically available data sources to compile demographic and health data.

4. Must be able and willing to work effectively as a member of a team.

5. Professional appearance and behavior.

EDUCATION AND EXPERIENCE:
Bachelor's Degree and at least two (2) years experience in program development or program evaluation is required. Master's degree is preferred. Candidate must have excellent writing skills in addition to familiarity with the healthcare needs of rural and urban communities.
PHYSICAL DEMANDS:
Position is primarily sedentary and involves the performance of non-strenuous activities of an administrative nature. Local travel is required. A valid driver’s license and insured automobile are required.

WORK SCHEDULE:
Normal work hours for this position are Monday through Friday dayshift. Attendance at off site meetings may be required with no overnight stay. Occasional out-of-town travel may be required.

COMPLIANCE STATEMENT:
Abide by the requirements of all applicable State and Federal laws.

MEDICAL HOME STATEMENT:
Be aware and understand expectations and responsibilities of the Patient Centered Medical Home. Understand role, complete relevant duties, and the requirement to maintain highest level of proficiency within scope, as part of this team-based approach in the patient care continuum.

TO APPLY:
Send a cover letter and resume to apply2work@sihf.org. View the job posting at: https://www.sihf.org/career-center?job_id=169.