



Foundation for
Healthy Communities
Partnering to improve health for all.

POSITION DESCRIPTION

Title: Grants Manager

Reports to: Executive Director

FLSA Status: Full-time/Exempt/Salaried

Essential Duties:

Grant Writing: The position will research grant opportunities, draft content for proposals, coordinate required documents and deliverables for submission, and facilitate the timeline for the application. Perform prospect research on potential funders and provide discovery on innovative funding options. The position is responsible for writing proposals for both unrestricted operating revenue and restricted projects. The Grants Manager will work closely with the program staff to prepare proposals to sustain and grow current projects.

Grant Compliance: The position is responsible for facilitating the oversight of existing grants to ensure compliance with funder deadlines, deliverables, and modifications. The position will maintain necessary databases and evaluation components to provide for outcome reporting and grant updates. The position is responsible for submitting timely and accurate reports for all existing grant funded projects. The Grants Manager will work closely with the Finance Department and Program Directors to ensure grant compliance.

Communications: Working with the Director of Communications, this position will assist in generating content for a variety of external marketing and communications channels, including the website, e-newsletter and social media outlets, for the organization and its programs as needed. In addition, this position will assist in drafting content for press releases, articles, fact sheets, posters, presentations, program reports and other projects as they arise to help educate and inform potential partners and the general public on the Foundation's vision, mission and program activities.

Administrative Support: Provide support to the Foundation for Healthy Communities staff for events and meetings, material management, drafting minutes, and other administrative duties.

Skills and Knowledge:

- Strong written and verbal communication skills; ability to write clear, structured, articulate and persuasive proposals, as well as copy edit for clarity and grammatical accuracy
- Detail-oriented, strong time management skills, the ability to be self-motivated while operating autonomously, multi-task, and manage deadlines
- Strong computer skills with proficiency in Word, Excel, PowerPoint, and social media management
- Ability to work in a diverse team with competing priorities

Qualifications:

- Three or more years in grant writing position
- Bachelor's Degree
- Previous experience with development or nonprofit fundraising preferred
- A commitment to health equity

This position is full-time, exempt, benefits eligible and is office based in Concord.

Interested candidates may apply by supplying a cover letter, resume and writing sample to Sally Short at sshort@nhha.org.