



GRANT PROGRAM SPECIALIST

Position Status: Non-Exempt
Reports To: Grant Program Manager
Effective Date: 03/07/16
Revised Date: 05/13/24
Job Level: P1

POSITION SUMMARY

Under general supervision, this position:

1. Assists with administration of the Alliance's grant program
2. Responds to inquiries about the grant program
3. Conducts research and analysis on relevant business and health care information to support the grant program and strategic development of funding opportunities
4. Performs other duties as assigned

RESPONSIBILITIES

1. Assists with administration of the Alliance's grant program, with duties including but not limited to:
 - Processing grants from letter of proposal/application through post-award process, including:
 - Creating, organizing, tracking, maintaining, and updating grant files and grantee information using grants management software
 - Screening grant proposals for eligibility and preparing grant review materials
 - Preparing written summaries of grant recommendations for the Internal Review Committee
 - Preparing application notification and award letters
 - Working with the Finance Division to ensure accurate and timely payment of grants
 - Supporting the grantee reporting process by sending reminders and ensuring timely and complete reports are received
 - Working with internal departments to develop reports that support investment decisions and evaluation and to identify and track data related to grant program metrics
 - Assisting with the development and maintenance of grant program and departmental policies, procedures, processes, and workflows
 - Developing templates, materials and communications for the grants management process and program
 - Composing, proofreading, and editing correspondence and communications materials
 - Preparing content and materials for internal and external presentations and delivering presentations
2. Responds to inquiries about the grant program, with duties including but not limited to:
 - Responding to internal and external inquiries about the grant program and specific funding opportunities
 - Assisting potential grant applicants with questions related to the application process
 - Communicating with grantees regarding their grant contracts, payment requests, and required reports

3. Conducts research and analysis on relevant business and health care information to support the grant program and strategic development of funding opportunities, with duties including but not limited to:
 - Conducting programmatic and clinical research and analysis related to grant funding areas and projects and presenting summary of information gathered
 - Monitoring and maintaining awareness of health care and philanthropy environment issues in order to stay current on issues impacting the grant program or new strategic opportunities
 - Performing independent analytical compilation and reporting activities, including preparing graphical/visual representation of data and writing, editing, and proofreading of reports
4. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business or Public Administration, Public Health, or a related field and one year of program administration experience which included some responsibility for grants or contracts administration or management (a Master's degree may substitute for the required experience); or an equivalent combination of education and work experience may be qualifying

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of and proficiency in the use of Windows based PC system and Microsoft Word, Excel, Outlook, and PowerPoint, and Adobe Acrobat Professional
- Working knowledge of the principles and practices of research, analysis, and reporting methods
- Working knowledge of the principles and practices of customer service
- Some knowledge of grant writing/making processes
- Ability to identify and define issues, interpret data, develop options, and make recommendations for action
- Ability to synthesize and interpret a wide range of information
- Ability to interpret and apply policies, standards, and guidelines
- Ability to analyze and interpret legal and contractual language
- Ability to coordinate multiple projects simultaneously, organize work, and achieve goals and timelines
- Ability to create and edit documents, templates, correspondence, reports, and other program documents
- Ability to assist with the development and implementation of policies, procedures, processes, and workflows
- Ability to perform mathematical calculations
- Ability to develop and organize filing systems and maintain accurate records
- Ability to exercise sound judgment and pay close attention to detail
- Ability to interact diplomatically with a wide variety of people and develop professional relationships
- Ability to work independently with minimal supervision and as a member of a team

DESIRABLE QUALIFICATIONS

- Experience working in the healthcare industry
- Working knowledge of grant making/writing processes
- Working knowledge of the functions of grant management software
- Working knowledge of the health care industry and the principles of health care planning
- Working knowledge of Medi-Cal and prepaid health programs

WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to travel to different locations in the course of work
- Ability to work effectively in a remote work environment
- Possession and ongoing maintenance of a valid Driver's License, transportation, and automobile liability insurance in limits acceptable to the Alliance

This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.