

**Premier Community HealthCare Group, Inc.**  
**Job Description**

**Job Title:** Grant Research & Development Manager  
**Department:** Administration/Finance  
**Reports To:** Chief Development & Communications Officer  
**FLSA Status:** Exempt  
**Prepared Date:** 04/2021                      Revised: 05/2021  
**Approved By:** Chief Human Resources Officer (CHRO)

**SUMMARY:** The Grant Research & Development Manager is responsible for proactively researching funding sources and developing grant proposals for submission in support of the resource development objectives for Premier Community HealthCare. The primary focus of this position is to help expand Premier's grant portfolio including private, foundation, corporate, and government grant awards (local, state, federal). This position will also support philanthropic activities that grow and maximize fundraising effectiveness for Premier Community HealthCare.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** includes the following, other duties may be assigned.

- Prepares proposals for government agencies, foundations, and corporate partnerships, by working in collaboration with the Chief Development & Communications Officer and other leadership team members by determining concept, gathering and formatting information based on the vision and capacity of Premier to successfully complete a proposed project.
- Proactively researches and identifies funding sources in alignment with agency strategic initiatives and funding priorities.
- Submits accurate, compelling, and individualized letters of inquiry, proposals, reports, follow-up materials and other written communication to funders and donors at all stages of the cultivation, solicitation, and stewardship process.
- Develops grant budgets in partnership with program and finance staff.
- Prepares project reports by assembling necessary qualitative and quantitative data to document that project objectives are being met.
- Collaborates with finance and health center administrative staff to track progress against current grant goals and expenditures, troubleshooting as necessary to ensure compliance.
- Coordinates and follows up with external stakeholders to secure project timelines and ensure entities have all information and materials needed for grants, contracts, reports, or other requested materials.
- Conducts research on industry and funding trends; Researching, identifying and presenting new grant opportunities and updates pipeline of grants on a regular basis.
- Tracks existing, pending, and potential grant and contract opportunities within internal reporting systems.
- Manages content entry on grant awards in Bloomerang as well as timely distribution of acknowledgement letters.
- Develops event timelines and checklists using digital resources (ex. Outlook, Monday.com, etc.).
- Prepares grant project presentations by evaluating text, graphics, and proposal/report packaging.

- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.

**SUPERVISORY RESPONSIBILITIES:**

- None

**GENERAL DEVELOPMENT:**

- Maintains a professional relationship and positive attitude with all funders, business and community partners, and community members.
- Maintains the highest degree of professionalism and work ethic.
- Displays enthusiasm toward the work, mission and vision of the organization.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.

**PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Exceptional verbal and written communication with the ability to develop and maintain relationships with a diverse population.
- Develop and effectively present information to internal and external constituents
- Ability to accept responsibility, work independently, produce detail-oriented work, and set own goals in a professional manner.
- Ability to work independently, be proactive, problem solve and being resourceful throughout the day to meet organizational goals
- Ability to strategically plan ahead and identify and development process improvement opportunities
- Self-reliant, good problem solver and results oriented.
- Proficient in Microsoft and Adobe software suites and other required software programs
- Ability to handle multiple projects with attention to detail and accuracy while adhering to deadlines.
- Exercise good judgement and discretion while handling confidential and financial information.
- Prospect research
- Technical documentation
- Layout skills
- Good project management skills, deadline-oriented and ability to remain organized while managing multiple grants
- Coordination
- Market knowledge
- Possess a high degree of professionalism
- Able to handle sensitive information and documents with confidentiality

**QUALIFICATIONS:**

- Bachelor's Degree in Education, English, Communications, Public Health, Business, Marketing, or related field.
- Grant Professional Certification preferred

- Must have 5 years of related experience and proven track record in grant writing, technical writing, prospect research or proposal development or
- Working knowledge of issues surrounding community health, public health and/or access to health care is beneficial but not required.
- Demonstrated success in a fast-paced environment where multi-tasking and priority-setting abilities are critical to success.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to lift 20 lbs. regularly and 30 lbs.-50 lbs. occasionally.
2. Ability to sit for long periods of time.
3. Direct exposure to computer screen.
4. May be exposed to contagious/infectious diseases.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) serving in this position. Employee(s) will be required to follow any other job-related instructions and to perform any job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

\_\_\_\_\_  
CARE TEAM MEMBER PRINT NAME

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
CARE TEAM MEMBER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE