Job Description

JOB TITLE: Grant Systems Manager
REPORTS TO: Chief Operating Officer
FLSA STATUS: Exempt
APPROVAL DATE: March 17, 2021

About the Montana Healthcare Foundation
The Montana Healthcare Foundation (MHCF) makes strategic investments to improve the health and well-being of all Montanans. MHCF contributes to a measurably healthier state by supporting access to quality and affordable health services, conducting evidence-driven research and analysis, and addressing the upstream influences on health and illness. The Foundation is overseen by seven dedicated trustees from across the state and run by an innovative, close-knit team led by its CEO, Dr. Aaron Wernham. MHCF is a permanent resource for Montana and catalyzes health innovation. Learn more about the Foundation, its board of trustees, and its staff.

Position Summary
The grant systems manager reports to the chief operating officer. The grant systems manager works independently to design, implement, and monitor systems for grant and project management to help achieve the Montana Healthcare Foundation’s strategic priorities. They will work closely with program teams to develop and implement user-friendly, efficient systems for grant and program management and develop data analysis and evaluation methods that allow the Foundation to measure progress toward our goals accurately. They will regularly interact with Foundation staff and consultants, grant-making colleagues, current and potential grantees, and community leaders; and help maintain and enhance a positive image for the organization.

The Foundation is in its early years of operations: funding, programming, and staff continue to grow. All Foundation staff must be self-sufficient and prepared to work in a fast-paced, dynamic team environment in which all team members must to adapt to changing needs and take on new tasks as they arise.
Essential Functions

SYSTEM ADMINISTRATOR

- Serves as primary system administrator of the Foundation’s grant management system. Maintains and develops system functionality.
- Serves as grant management system subject matter expert. Researches new system features, proactively identifies areas for system improvement and manages a development roadmap.
- Completes technical development and updates within the grant management system.
- Develops statements of work and manages contractors to complete complex technical development.
- Provides prompt, friendly training and technical support; responds to questions from staff and external users related to grant applications, grant reporting, and other grant-related issues.

GRANT & CONTRACT MANAGEMENT

- Manages the grant cycle from application to grant completion, including but not limited to:
  - Prepares and edits grant application templates;
  - Coordinates grant application solicitations and proposal reviews;
  - Performs financial and legal due diligence monitoring to adhere to MHCF policies and any applicable state and federal requirements;
  - Develops grant agreements, including guiding negotiations for changes to standard legal terms and conditions;
  - Ensures timely grant payments and progress reports;
  - Reviews grantee progress and financial reports to identify concerns and inform program staff;
  - Processes grant extensions and revisions;
  - Collects and addresses grantee feedback.
- Manages the program contract process, including but not limited to:
  - Confirms contractors meet MHCF requirements
  - Coordinates the execution of contract agreements and service request agreements
- Trains and supports staff to provide system redundancy for all aspects of grant and contract management.
DATA SYSTEMS

- In coordination with the program team, leads the development, implementation, and continual improvement of program data and metrics tracking and reporting systems.
- Creates strategic reports that provide accurate information regarding grant and initiative activity, grantee and initiative-level progress on key outcomes and metrics, and other topics as directed.
- Documents procedures for data/metrics tracking, grant and initiative management.
- Facilitates discussions for process improvement and reporting.
- Tracks programmatic footprint and identifies geographic areas of opportunity.

PROJECT MANAGEMENT

- Serves as a conduit between the program and operations teams for establishing new program structures.
- Supervises the program coordinator and coordinates with program and operations staff to develop and manage roles, responsibilities, and workflows.
- Builds and manages a project management system to support the strategic initiative work of the program team, which includes:
  - Develops and manages initiative and project tracking tools;
  - Assists the program teams in drafting initiative work plans;
  - Maintains a system for tracking past and anticipated grants and contracts.

OTHER DUTIES

- Other duties and/or projects as assigned under the direction of the chief operating officer.
- Reliability and attendance – begin work on time and conform to work hours and schedule.
- Work collegially with all trustees, staff, members of the public (including prospective and eventual grantees) with a positive attitude and cheerful outlook.
- Exercise of discretion and independent judgment with respect to matters of significance.

Please note nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Qualifications

- Bachelor’s degree in a related field, required;
• Master's degree in related field, preferred.
• A minimum of 3 years’ experience as a grants and data systems manager, or related position.
• Experience supervising and/or mentoring junior staff.
• Ability to execute duties and responsibilities independently and with minimal supervision, think critically, synthesize information from various sources, work collaboratively or independently as required, prioritize effectively and handle multiple tasks simultaneously, effectively carry out written and oral instructions.

Required Skills

• Experience developing project management systems and implementing and configuring databases.
• Proficiency with Microsoft Office Suite and cloud-based applications.
• An overall commitment to excellence in quality of work and outcomes.
• Track record of adaptability, personal accountability, and initiative.
• Excellent communication skills, both written and verbal.
• Demonstrated sound judgment, discretion, and ability to think critically.
• Excellent organizational and time management skills and exceptional attention to detail;
• Unquestionable personal and professional integrity.

Other Job Information

• The position is full-time – 40 hours/week – with a competitive benefits package.
• Team atmosphere with a small staff, open communication, and minimal hierarchy.
• The Foundation office is in Bozeman, MT.
• Occasional car travel throughout Montana. Access to use of a reliable private vehicle or a rental car for occasional use for business travel. Mileage reimbursed at allowed GSA rates or actual costs of an approved rental car. Ability to secure and maintain a driver’s license valid in the state of Montana and to maintain private liability insurance with minimums outlined under Foundation policy. Periodic overnight travel within Montana and some national travel may be required.
Essential Physical Skills

The grant systems manager will frequently remain in a stationary position for up to 75% of the work date; stand occasionally moves about inside the office to access equipment, files and meetings; occasionally required to move objects weighing up to 10 pounds and must infrequently move objects weighing more than 20 pounds or carry objects. This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment. This person must communicate clearly using with customers/clients who speak English to accurately convey information and be able to communicate at normal speaking levels both in person and over the telephone. The employee must be able to receive and understand written and oral communication and give written and oral instruction. This position requires the ability to calculate mathematic problems and frequently requires visual acuity at 20 inches or less to review written documents.

Environmental Conditions

Often, in an office environment with visits to external environments that could require walking, driving to and from various locations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Foundation employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

To Apply

- Please submit a letter of interest and resume to careers@mthcf.org by April 9, 2021.
- Salary $70,000-$80,000 DOE, competitive benefits package.