

# Job Description

JOB TITLE:	Grant Systems Manager
REPORTS TO:	Chief Operations Officer
FLSA STATUS:	Exempt
APPROVAL DATE:	August 22, 2019

## About Montana Healthcare Foundation:

The Montana Healthcare Foundation makes strategic investments to improve the health and well-being of all Montanans. Created in 2013, MHCF has approximately \$170 million in assets making it Montana's largest private, health-focused foundation. 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 of eleven, led by CEO Aaron Wernham, MD. MHCF is a permanent resource for Montana and serves as a catalyst for health care innovation.

## Position Summary:

The Grant Systems Manager reports to the Chief Operating Officer. The Grant Systems Manager works independently to design, implement and monitor grant program management systems and related databases to help achieve the strategic priorities of the Montana Healthcare Foundation. They will work closely with program teams to develop and implement user-friendly, efficient systems for grant and program management, and systems for data analysis and evaluation that allow MHCF to accurately measure progress toward our goals. They will interact regularly with MHCF staff and consultants, grant-making colleagues, current and potential grantees, and community leaders; and assist in maintaining and enhancing a positive image for the organization.

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

## Essential Functions

### Grant Management

- Builds and manages a service-oriented grant management department that provides high-quality, responsive services to both internal and external users.
- Designs user-friendly navigation, system and grant application structure, and grant management processes.
- Collaborates with and, if assigned, supervises operations and/or program staff to develop and manage roles, responsibilities, and workflows.
- Proactively identifies areas for system improvement and develops solutions.
- Researches new system features and maintains knowledge of system and grantmaking best practices.

- Provides prompt, friendly technical support; responds to questions from staff and external users related to grant applications, grant reporting, and other grant-related issues.
- Develops templates and instructions to simplify grant revisions, budget revisions, and other common grantee questions.
- 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.
- Trains and supports staff to provide system redundancy for all aspects of grants management.

#### Data Systems

- In coordination with the program team, leads development, implementation, and continual improvement of MHCF's 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.
- Serves as a conduit between the program and operations teams for establishing new program structures.
- Develops automated management systems to increase capacity of program teams to achieve program goals.

#### Other Job Duties

- Other duties and/or projects as assigned under the direction of 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.

#### Requirements/Qualifications

- Bachelor's degree in 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.
- Proficiency with Microsoft Office Suite and cloud-based applications.

- Excellent writing skills.
- An overall commitment to excellence in quality of work and outcomes.
- Track record of adaptability, personal accountability and initiative.
- Able to successfully multi-task, work independently, respond to rapid change, organize, prioritize and meet deadlines.
- Excellent communication skills, both written and verbal.
- Demonstrated sound judgment, discretion and ability to think critically
- Good problem-solving skills.
- Active listening skills.
- Demonstrated strong organizational skills and attention to detail.
- Discreet, able to maintain confidentiality.
- Consumer satisfaction orientation and social perceptiveness.
- Excellent time management skills.
- Active learning skills.

#### Other Job Information

- Position is full-time – 40 hours/week – with competitive benefit package.
- Team atmosphere with small staff, open communication and minimal hierarchy.
- Office is located in downtown Bozeman, MT.
- Some car travel throughout the foundation’s service area. Access to use of a reliable private vehicle or rental car for occasional use for business travel in Montana. Mileage reimbursed at allowed IRS rates or actual costs of 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 MHCF policy. Periodic overnight travel within the foundation’s service area of the State of Montana and some National travel also required.