

CODMAN SQUARE HEALTH CENTER

NOTICE OF JOB OPENING

Position: Grant Manager

Department: Executive Office

Status: Full-Time

Hours Per Week: 40

To Apply: Visit www.codman.org

FLSA Classification: Exempt

Brief Description of the Position:

Join our pre-eminent non-profit organization dedicated to improving the public's health in a community health center setting. We are seeking an experienced grant writer and researcher who will identify, define, and develop funding sources (both government and private); as well as write and submit grant proposals and also work with and manage contract grant writers on submissions. The candidate will proactively research grant opportunities (federal/state/private) and work closely with project champions to manage the application submission process. The candidate will manage all aspects of the grant process – not only the initial research and application but also the maintenance of grants, including filing and reporting. The candidate will have expertise in the HRSA grant process, including use of the Electronic Handbook, as well as CRM management, including grant management database, filings and reports; and will be responsible for the development and management of such database. The individual will maintain and implement funding calendar activities and write reports required by the granting party. The candidate will also serve as liaison to all funding agencies and engage with program officers to solicit invitations to submit proposals. Candidate should be willing to work on special projects for the organization, which may not be position related, as requested and required. Reports to Chief Advancement Officer / Chief of Staff.

Qualifications and/or Experience:

Bachelor's degree and a minimum 5 years related experience and a proven record in government grant writing and program development, including HRSA grants and use of Electronic Handbook. Previous experience should demonstrate a proven track record in securing government funding opportunities. Highly organized and meticulous to produce quality work; ability to produce within tight time constraints within an independent environment. The ideal candidate must have the ability to produce well-researched, well-written and well-documented fund-raising proposals. The individual must be able to work well with project champions, senior management as well as cross-site organizations (DotWell and Dorchester House). Regular project communication with managers is important as our organization continues to excel and grow. Excellent computer skills including, MS Office 2007.

CSHC is an Equal Opportunity Employer, M/F/D/V encouraged to apply