

## JOIN THE TEAM! Grant Manager Full Time



Join the Eisner community healthcare team! Founded in 1920, Eisner Health provides high-quality, integrated community healthcare to the underserved population in Downtown Los Angeles, Lynwood, Van Nuys, Panorama City, and Sherman Oaks. As one of the largest providers of accessible, free, or low-cost health and social services in the area, Eisner Health offers a wide variety of opportunities to choose from. So don't delay, we are waiting to hear you!

### Quick Facts:

Eisner Health is seeking an experienced Grant Manager to join our professional team in Downtown Los Angeles, California. As a member of the Eisner Team, this position reports to the Sr. Director, Development + Communications and is responsible for overseeing all components of fund and grants management. This includes grant writing, administration and oversight of grants (foundation, corporation, government) and special projects, as well as identifying and managing programmatic and general operating opportunities. The Manager will oversee a diverse portfolio of funding sources to support Eisner Health and attract resources to the organization that are in alignment with Eisner Health's mission, vision, and strategic plan.

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### Position Duties:

1. Ensures the accuracy and integrity of grant and fund records, grant applications, compliance of funded proposals, progress reports and correspondence to funders.
2. Develops a comprehensive grants management task/timeline reflecting the essential contact and information requirements for each public agency, charitable foundation, and corporations with which the Center has or intends to submit grant proposals.
3. Manage the project scope, goals, and deliverables of all grants; determine the tasks and resource requirements; develops the full scale of project plans, budgets, timetables, human resources requirements; and coordinates work to achieve results on schedule and within budget.
4. Nurture long-term support among institutions with a passion for the Center's mission so that Eisner Health might benefit from their expertise and experience.
5. Collaborate with the senior leadership team and department heads to identify and prioritize the financial needs of the organization to better serve current and future patients and determine likely sources of support.
6. Continually monitors progress, develops progress reports, and communicates these to leadership.
7. Provides audit support to Finance Department on all grants and disbursements.
8. Maintains ongoing communication with programs/departments on activities and finds solutions to special needs of program issues and concerns related to fund development.
9. Develops and maintains positive relationships between funders and Eisner Health staff.
10. Submits a minimum of 24 grant proposals per year, averaging 2 per month, at \$25,000 or above.
11. Increases grant funding received from all sources with emphasis on charitable foundations, by 20% over the next 18 to 24 months; reporting the status of the increase to the Senior Director, Development + Communications.
12. Identifies and manages programmatic opportunities for grant funding.
13. Facilitates and coordinates with Eisner Health's external grant writers.

## Requirements and Qualifications:

- Bachelor's degree required.
- Eight years of experience in grant writing, preferably experience within a Federally Qualified Health Center.
- Proven track record of raising funds from diverse sources, including major gifts, foundations, corporations, and government agencies.
- Commitment to accountability, measuring outcomes, and a results-oriented culture.
- Exceptional oral and written communication skills, including the ability to share information clearly in both written and oral presentations; and create high impact presentation materials that present complex information and issues with brevity, clarity, and accuracy.
- Ability to build consensus, maintain favorable working relations with employees, promote a cooperative work environment, and facilitate positive employee morale, productivity, and accountability.
- Familiarity working in trauma-informed organizations or using trauma-informed language preferred.
- Ability to construct, articulate, and implement annual and long-term strategic plans.
- Strong interpersonal, supervision, administration, and management skills.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Proficiency in Microsoft Office programs.
- Familiarity with project management and donor tracking systems.
- Ability to work effectively with people of diverse cultures, ages, and backgrounds.
- Sound judgment, professionalism, and a positive attitude.
- Resourcefulness, creativity, and strong problem-solving skills.

## In addition to competitive salaries, Eisner Health offers eligible full time and part time employees the following benefits:

- Affordable Medical, Dental, and Vision Insurance. HMO & PPO options available!
- Employer-Sponsored Group Life and Long Term Disability Insurance
- Voluntary Supplemental Insurance
- Retirement Plan – 401k
- Transportation and Parking Subsidies
- Flexible Spending Health and Child Care Plans - Section 125
- Robust Paid Time Off (PTO) Program
- Tuition and CME Reimbursement
- Employee Assistance Program (EAP)
- Paid Holidays
- Paid Jury Duty Leave

**EEO Statement:**

- Eisner Health is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Eisner Health does not discriminate on the basis of race, religion, color, sex, gender identity, gender expression, sexual orientation, age, disability, national origin, or veteran status.

**TO APPLY, EMAIL YOUR RESUME TO: [JFALCON@EISNERHEALTH.ORG](mailto:JFALCON@EISNERHEALTH.ORG)**