

Job description

With over 50 years of service, our goal is to improve the health of the community we serve by creating easier access to quality clinical, preventative, and specialty healthcare services. Watts Healthcare Corporation is deemed by the Bureau of Primary Health Care of the U.S. Department of Health and Human Services to be a federal employee for purposes of medical malpractice claims and, as such, qualified for protection under the Federal Tort Claims Act.

POSITION SUMMARY:

The **Grants Manager** is responsible for a portfolio of prospective and current funders - foundations, corporations, and government agencies. Grants Manager's scope of responsibility extends from research to letters of inquiry to drafting and submission of proposals. The Grant Manager also stewards donors of grants, providing timely reports and compliance. As part of the stewardship process Grant Manager reaches out to representatives and program directors of funding entities as an ambassador of WHCC.

ESSENTIAL FUNCTIONS:

Grant Management:

- Oversee and assist with the organization's grant requirements and application process.
- Determine and create plans to streamline the grants administration procedure.
- Conduct pertinent research, seek funding opportunities, and assess the outcomes.
- Directly participate in grant writing by working with coordinators or grant writers.
- Investigate reputable funding opportunities with a track record of success and legal registration.
- Ensure the grants are used for the organization's operational and financial requirements.
- Ensure sure the fundraising team is properly coordinated by supervising them.
- Inform the appropriate staff of approaching due dates and deliverables to ensure that tasks are completed on time.
- Monitor the performance of other grant personnel, including coordinators, authors, and administrators.
- Monitor the billing, accounting, reporting, and other administrative tasks to guarantee the grant procedure is carried out successfully.
- Prepare financial or budget plans and allocations for each necessity together with the planning and finance departments.
- Develop suggestions for cost reduction and cost control for various grants after analyzing the budget patterns.
- Monitor the documentation and other supporting materials for projects financed by grants.

- Monitor of all receipts and payments, and provide a monthly report for all grant-related activity.
- Meet with WHCC executives and management to identify funding needs and priorities, develop proposal strategies and gather related information.
- Works collaboratively with other Grants Manager to research and proactively analyze prospective grantors among foundations, government agencies, and corporations; to match the interests and preferences of funding sources to the needs of the WHCC.
- Develop and cultivate long-term effective working relationships with representatives of private foundations, government offices, and corporations in order to promote/negotiate grant opportunities; follows up regularly on grant applications and opportunities.
- Utilize appropriate software/database to maintain records on potential and current funders regarding meetings, communications, proposals, grants and reports. Schedule and track all LOI's, proposals, reports, etc.
- Develop reports on progress status of proposals and grants received, requested, denied and pending; prepares and files periodic management progress reports with grant funding sources in a timely manner; monitors calendar to ensure timely submission of required information.
- Review grant utilization accounting reports monthly and flags/follows up on any suspected abnormalities.
- Develop and ensure that funders receive comprehensive reports in accordance with grant contracts and preferences; coordinates with relevant WHCC staff to collect pertinent data in a consistent and timely manner; coordinates with the accounting and fiscal staff for needed financial information and data/statistics reports.
- Maintains knowledge of programs and services offered at various sites within the organization.
- Works with the executive team to identify and document WHCC stories that may be used for funding proposals.
- Coordinates need for written and other support materials (photographs, etc.) with the communications staff and WHCC staff to ensure appropriate materials to accompany proposals and reports.
- Maintains knowledge of best practices in grant fundraising and trends in the nonprofit and FQHC health care sectors through reading, research, participation in seminars and other educational opportunities and personal contacts/memberships in the field; recommends new/updated grant application strategies as appropriate to WHCC.

Communications:

- Manages effective working relationships with foundation(s) and other funding sources and communicates the WHCC strategic priorities and programs when meeting with their representatives.
- Prepares reports as necessary for WHCC executives and board members, including funder background briefs.

- Organizes interdepartmental meetings for key program staff to identify and prioritize needs for funding research and grant submission purposes.
- Prepares grant LOI's, proposals, reports, etc. in partnership with other Grants Manager.
- In tandem with other Grants Manager, provides weekly updates to Chief Operating Officer on grant related activities and other undertakings.

Regulatory Compliance:

- Ensures compliance with regulatory agencies, contractual obligations and funding sources.
- Performs functions, duties and/or services in compliance with regulatory agencies, contractual obligations, and funding sources.
- Oversees maintenance of records/documents in accordance with WHCC policies and procedures, contractual obligations and funding sources.

Secondary Duties:

- Attends and participates in the WHCC's special events in order to help manage activities and resolve problems and meet and cultivate possible donors (corporate, foundation, government, and individuals).
- Performs related duties as assigned.

QUALIFICATIONS:

- Education: Bachelor's degree in nonprofit management, public health, marketing, public relations, communications or related discipline.
- Experience: 3-5 years of experience in increasingly responsible grant management. Certification (CFRE) as a professional fundraiser is preferred.

REQUIREMENTS:

- A working knowledge of general grant management practices in a nonprofit environment with specific emphasis on writing/submitting grant applications.
- Demonstrated skills in identifying sources for funds and successfully receiving funding.
- Ability to analyze and synthesize WHCC needs and match grant opportunities to those needs.
- Very effective oral and written communication skills including ability to be persuasive; superior writing skills including editing for content, style, and grammar.
- High level of attention to detail and effective project management skills. Ability to work with internal WHCC departments (finance, medical, data analytics) to acquire information in a timely manner and ensure on-time submission of grants.
- Successful experience working with Government Grants.

- Strong personal computer skills including preparation of donor software (e.g. Raisers Edge or comparable relational database), spreadsheets, word processing and presentation software; Microsoft Office and Outlook.
- The analytical skills, experience, and good judgment to make decisions relative to grant opportunities.
- A working knowledge and experience in developing long-term relationships with government agencies and personnel, foundations, individuals and representatives of companies that might provide support.
- Ability to work independently and collaboratively with other Grants Manager and make mature business decisions.
- A collaborative work style, with a high level of integrity, attention to detail and excellent interpersonal skills.
- Knowledge of and ability to work competently with an ethnically diverse staff and client population.
- Demonstrated ability to perform assigned responsibilities; to maintain quality control standards; to interpret, adapt and apply guidelines and procedures.
- Skill in identifying problems and recommending solutions in a clear, concise, and proactive manner. Demonstrated ability to set priorities and organize work responsibilities to insure completion of assigned tasks as scheduled.
- Current California driver's license and State-required insurance when using personal vehicle on WHCC business and a driving record acceptable to the Organization and/or its insurance carrier.
- Willingness to commit to the philosophy and goals of Watts Healthcare Corporation.

COVID-19 CONSIDERATIONS:

All patients are subjected to COVID screening and are required to wear a mask when not receiving treatment. All staff members must be fully vaccinated.

Job Type: Full-time

Salary: \$65,000.00 - \$75,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

Ability to commute/relocate:

- Los Angeles, CA 90002: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Required)

Experience:

- Grant Management: 3 years (Required)

License/Certification:

- CFRE as a professional fundraiser (Preferred)

Work Location: In person

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