



## **Development Manager**

Full-time, Exempt

### **MISSION**

Kheir's mission is to increase and provide access to culturally and linguistically sensitive quality primary healthcare and human services support to the underserved and uninsured residents of Southern California.

### **ASSIGNMENT SUMMARY**

Kheir Clinic is seeking an experienced, strategic, and self-directed Development Manager to lead the full grants lifecycle and support broader fundraising operations. Kheir is a Federally Qualified Health Center (FQHC) that provides comprehensive, high-quality healthcare and human services at low or no cost to the underserved and uninsured residents of Los Angeles. The organization currently operates nine sites and is a medical home to more than 23,000 individuals. Kheir's service portfolio also includes two Adult Day Health Centers (ADHC), which provide community-based care for older adults and adults with chronic conditions or disabilities.

Reporting to the Vice President of Development and Administration, the Development Manager owns the end-to-end management of Kheir's foundation and corporate grants portfolio, including prospect research, proposal and report writing, submission tracking, post-award compliance, and stewardship. The Development Manager also supports the Vice President on Kheir's federal grants portfolio, including the Health Resources and Services Administration (HRSA) Service Area Competition (SAC) and HRSA competitive supplemental funding opportunities as released. The Development Manager works in close partnership with clinical and operational staff (managers and directors) to ensure that funded program activities, deliverables, and outcomes are tracked, documented, and delivered through the life of each grant. This is a hands-on, individual-contributor role with significant responsibility for revenue generation, pipeline development, post-award management, and donor relationship management. The Development Manager partners closely with the Communications Manager and Digital and Communications Coordinator on cross-functional initiatives, including the annual gala, donor communications, and stewardship collateral. The ideal candidate brings a track record of securing foundation and corporate grants, exceptional writing and analytical skills, and the strategic judgment to manage a portfolio independently.

### **Reporting Structure**

- Reports to: Vice President of Development and Administration
- Direct reports: None
- Key internal partners: Communications Manager, Digital and Communications Coordinator, Chief Executive Officer, Chief Financial Officer, Chief Medical Officer, Director of Operations, program leadership

- Key external relationships: Foundation program officers, corporate giving contacts, government funder representatives, individual donors, board members

## **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's degree required; advanced degree preferred.
- Minimum 3 to 5 years of progressively responsible grant writing and grants management experience, preferably in healthcare, social services, or a comparable mission-driven nonprofit setting.
- Demonstrated track record of independently securing foundation and corporate grants, with growing scale of awards over time.
- Experience managing the full grants lifecycle: prospect research, cultivation strategy, LOI and proposal development, budget development, submission, compliance, reporting, and renewal.
- Demonstrated experience collaborating with clinical, program, or operational staff to ensure post-award deliverables, data collection, and reporting commitments are met.
- Proficiency with prospect research and grants management tools such as Foundation Directory Online, Instrumentl, GrantStation, or comparable platforms.
- Experience with donor or grants database management.
- Experience with HRSA Section 330, federal grant compliance, and competitive supplemental Notices of Funding Opportunity (NOFOs) strongly preferred. Familiarity with HRSA Budget Period Renewals (BPR), Uniform Data System (UDS) reporting, and Service Area Competition (SAC) submissions a significant plus.
- Working knowledge of FQHC operations, healthcare quality measures (Healthcare Effectiveness Data and Information Set (HEDIS), UDS), and the Los Angeles philanthropic landscape preferred.
- Exceptional written and verbal communication skills, including the ability to translate clinical, operational, and financial data into compelling funder narratives.
- Strong analytical skills, including comfort with quantitative data, demographic analysis, and budget development.
- Highly proficient in Microsoft Office, including Word, Excel, and PowerPoint.
- Exceptional attention to detail and accuracy, including proofreading skills.
- Ability to manage multiple deadlines and competing priorities in a fast-paced environment.
- Strong sense of judgment, discretion, confidentiality, and professionalism.
- Commitment to Kheir's mission and to serving medically underserved communities.
- Bilingual or multilingual capacity (Korean, Spanish, Bengali, or Thai) a plus, but not required.
- Must be available for occasional evening and weekend events.

- Following a 3-month onboarding and introductory period, demonstrated capacity to manage and grow a foundation and corporate grants portfolio at a scale appropriate to a mid-sized FQHC, with significant contribution to organizational revenue.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

### **Grants Portfolio Management**

- Own the full grants lifecycle for Kheir's foundation and corporate funder portfolio, including prospect identification, cultivation strategy, proposal and LOI development, submission, post-award management, reporting, and renewal.
- Maintain and grow a prioritized funder pipeline, including active funders, lapsed funders, and new prospects, with clear cultivation and submission timelines.
- Conduct prospect research to identify new foundation, corporate, and government funding opportunities aligned with Kheir's strategic priorities and program needs across the organization's full-service portfolio, including primary care, behavioral health, and ADHC services.
- Develop and manage an annual grants calendar with submission deadlines, reporting deadlines, and cultivation milestones.
- Track and report on portfolio performance, including submission volume, win rates, dollars requested versus secured, and renewal performance.

### **Federal and State Grants Support**

- Support the Vice President of Development and Administration on Kheir's federal grants portfolio, with particular focus on HRSA Section 330 funding.
- Assist in the preparation of the HRSA Service Area Competition (SAC) application on its multi-year cycle, including drafting assigned narrative sections, coordinating internal data collection across clinical, operational, and finance teams, managing document logistics and version control, and supporting the overall submission timeline.
- Identify, evaluate, and prepare submissions for HRSA competitive supplemental funding opportunities as they are released throughout the year (e.g., behavioral health expansion, workforce, capital improvement, quality improvement, and similar NOFOs), in coordination with the VP and relevant program leadership.
- Support preparation of HRSA Budget Period Renewals (BPR) and other annual federal compliance submissions.
- Partner with clinical, operational, and finance leadership to gather and verify the data, narrative content, and supporting documentation required for federal submissions and reports.
- Maintain a working knowledge of HRSA program requirements, NOFO release patterns, and federal compliance expectations sufficient to support strategic planning around the federal grant calendar.

- Identify and prepare submissions for state and other government funding opportunities relevant to Kheir's full service portfolio, including funding streams aligned with the ADHC service line (e.g., California Department of Aging, Department of Health Care Services, and related state and county opportunities), in coordination with the VP and relevant program leadership.

### **Proposal and Report Development**

- Write high-quality grant proposals, LOIs, concept papers, reports, budgets, and funder correspondence with limited supervision.
- Develop project budgets in collaboration with the Chief Financial Officer and program leadership, ensuring alignment with funder requirements and organizational financial planning.
- Translate clinical outcomes data, demographic data, UDS reporting, and program performance data into funder-ready narratives.
- Prepare interim and final reports on funded projects, working with program staff to gather data, outcomes, and stories of impact.
- Coordinate with leadership and program staff to ensure proposal content accurately reflects program design, scope, and outcomes.

### **Funder Relationships and Stewardship**

- Build and maintain effective working relationships with foundation program officers, corporate giving representatives, and other funders.
- Support the VP of Development and the CEO in cultivation meetings, site visits, and stewardship activities, including preparation of briefing materials and follow-up correspondence.
- Develop stewardship touchpoints across the funder lifecycle, including acknowledgment letters, impact updates, and renewal preparation.
- Maintain accurate and timely records of all funder interactions, communications, and commitments in the donor database.

### **Post-Award Compliance and Clinical Partnership**

- Serve as the primary lead for post-award grant management across Kheir's funded portfolio, ensuring that program activities, deliverables, and outcomes promised in awarded proposals are tracked, executed, and documented through the full grant period.
- Within two weeks of every award notice, extract all funder commitments, deliverables, reporting deadlines, and data requirements into a standardized grant tracker that serves as the single source of truth for the life of the grant.
- Partner with clinical and operational staff (managers and directors) to confirm that funded activities are tracking against scope, timeline, and outcome commitments, and to surface delivery risks early.

- Coordinate with clinical and program teams to define data collection requirements at the time of award, including patient-level metrics, demographic indicators, clinical quality measures, and qualitative outcomes, ensuring that necessary data systems and workflows are in place from the start of the grant period.
- Convene and facilitate a standing quarterly cross-functional grants review with development, clinical, finance, and program leadership to review the active portfolio, surface data needs, and confirm progress against funder commitments.
- Work closely with the finance team to monitor grant-funded budgets, expenditure pacing, and budget-to-actual variance, flagging issues for course correction in coordination with program leads.
- Support clinical and program staff in interpreting and meeting funder reporting expectations, translating funder language into operational requirements where needed.
- Maintain audit-ready documentation of grant deliverables, reporting submissions, and supporting evidence for both private and public funders.

### **Development Operations and Strategy**

- Collaborate with the VP of Development on annual and multi-year development planning, including revenue projections, portfolio strategy, and pipeline targets.
- Support the development of operating plans, fundraising budgets, and revenue forecasts.
- Maintain electronic and physical donor and grant files, ensuring accurate documentation, version control, and audit readiness.
- Acknowledge donations and gifts in a timely and personalized manner, in coordination with the finance team.
- Use data sources including UDS, HEDIS, and program performance reports to develop reusable narrative and data assets for proposals and donor communications.

### **Cross-Functional Collaboration**

- Partner with the Communications Manager and Digital and Communications Coordinator on donor-facing communications, including the annual gala, post-event recaps, donor newsletters, impact reports, and stewardship collateral.
- Provide moderate, collaborative support for the planning and execution of the annual fundraising gala and selected donor events, including donor list management, stewardship outreach, sponsor solicitation, and post-event follow-up.
- Support advocacy and government affairs work as it intersects with funder narratives, including writing and requesting letters of support, monitoring relevant legislation, and contributing to policy-related communications.
- Contribute to the development of selected marketing and communications collateral where it supports development objectives.

- Contribute to special projects and strategic initiatives that promote Kheir's visibility, amplify the organization's mission, and support cross-functional priorities, including writing assignments, briefing materials, and project support as needed.

**Other**

- Stay current on healthcare policy, FQHC regulations, philanthropic trends, and issues affecting medically underserved communities.
- Other duties as assigned.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

This is primarily an office-based position that requires only occasional bending, reaching, stooping, lifting, and moving of office materials weighing 25 pounds or less. The position requires daily use of a company-provided computer and entering, viewing, and revising text and graphics on a computer terminal and on paper. The position requires occasional travel to attend on-site and off-site meetings, funder visits, and community events.

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*Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.*

*In addition to federal law requirements, Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

*Kheir Clinic will consider for employment all qualified applicants, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*

*Please note that this job description is subject to change to meet the needs of Kheir Clinic.*