



## **REACH Medical Job Posting    Posted 6/10/2022**

**Position Title:** Grants Manager

**Reach Medical, seeks a full time Grants Manager**

**Position Goals and Role:** To ensure the coordination, development, and implementation of grants and grant-related programs at REACH. The Grants Manager is responsible for overseeing the planning, administrative management, and closeout tasks of REACH grants and related activities. The Grants Manager will be an integral member of the finance team and ensure that grant-related policies and procedures, reports, and communications mirror best practices.

### **Grants Manager Duties:**

- Supports the Director of Finance in the procurement of grant opportunities that align with REACH's mission and values.
- Research new funding opportunities at the local, state, and federal level.
- Oversees all stages of the grant-making process including fielding inquiries, gathering requirements, engaging stakeholders, grant submission, maintaining compliance standards, record-keeping, and reporting.
- Maintains a database of current and archived grants and provides periodic status updates to stakeholders, staff, and the Board of Directors.
- Engages and maintains relationships with stakeholders and strategic partners.
- Drafts letters of support, scopes of work, application narratives, budgets, and work plans for further collaboration with the management team.
- Coordinates across departments to collaborate on grant proposals and serve as an organizational resource on REACH grant-related activities.

- Attends funder and grantee meetings and workshops as appropriate.
- Coordinates with the Finance Director and Compliance Officer to develop Standard Operating Procedures (SOP's) and develop/implement policy and procedure within the Finance Department to ensure the adherence to best practices throughout the grant-making process.
- Other duties as assigned by the Finance Director.

### **Qualifications:**

- Bachelor's in healthcare administration, accounting, finance or similar.
- Three (3) years of grant writing experience.
- Three (3) years of non-profit experience
- Excellent communication and customer service skills.
- Strong verbal skills and ability to communicate abstract concepts in an understandable format.
- Ability to communicate with a variety of people from diverse cultures, socioeconomic and educational backgrounds.
- Strong organizational skills; ability to prioritize work; detail oriented
- Flexibility to meet a variety of changing and often competing priorities.
- Computer skills to draft emails, memos, and reporting.
- Minimum of three (3) years of supervisory experience.

### **Benefits:**

- This full Time position offers a competitive salary and benefits package.
- Flexibility to work from home.

REACH Medical provides low-threshold, harm reduction-oriented primary care in a multi-disciplinary, integrated practice to further the REACH Mission of ensuring health equity to all who typically face stigma in the current healthcare system.

Successful applicants will be able to demonstrate based on experience and/or an aspirational commitment, their commitment to harm reduction, health equity and providing care to underserved populations.

Candidates will be able to demonstrate strong written, verbal and interpersonal communication skills.

REACH is dedicated to: health equity; we are committed to hiring and developing well-qualified staff who reflect the racial, ethnic, social and cultural diversity of the people we wish to serve.

People of color, people with LGBTQ identities, and people with disabilities are particularly encouraged to apply.

Please submit a cv/resume or cover letter to Ginny @ [gdecare@reachmed.org](mailto:gdecare@reachmed.org)

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