

INDIANA PRIMARY HEALTH CARE ASSOCIATION

Position Description

Position: Grants Program Director (Full-time)
FLSA Status: Exempt
Classification: Full-time – Hybrid/Remote
Reports to: Chief Strategy Officer (CSO)

SUMMARY

The Grants Program Director will collaborate with IPHCA staff to advance IPHCA’s mission by supporting all grants and contracts administration, including funding and contract oversight, compliance, documentation, tracking deadlines, and ensuring all grant and contract deliverables are met.

PRIMARY RESPONSIBILITIES

- Manage grant-related deliverables, and deliver timely, accurate information on various healthcare topics.
- Guides staff on grant-funded project scope, deadlines, deliverables, and allowable expenditures and activities by utilizing project management tools and written—verbal communications to ensure timely completion of required actions.
- Identifies when grant projects require funder approval for the scope of work or budget modifications and coordinate the necessary documentation and change request process as needed for each grant funder.
- Under the direction of CSO, supports the alignment of grant activities with the IPHCA Strategic plan.
- Ensures grant evaluations are conducted, analyzed, and reported accurately and disseminated to content leads on a scheduled basis and provides ad hoc reporting as needed.
- Reviews and advises on grant effort reporting to ensure compliance and financial integrity.
- Identifies when grant projects require funder approval for the scope of work or budget modifications and coordinate the necessary documentation and change request process as needed for each grant funder.
- Facilitates coordination with Finance Department to ensure grant funds are expended within the budget period.
- Reviews contracts for compliance with federal, state, and other agencies’ grant and contract provisions and ensures contracts include the appropriate work statement as intended by program requirements and staff expectations.
- Use the organization’s templates to create and revises sub-recipient and subcontract agreements for grant programs as needed and maintain contract tracking to monitor contract end-dates and develop amendments and renewals.
- Supports solicitation of Requests for Proposals for contract and consulting services.
- Responsible for internal contract signatures and submission of signed contract documents to funders.

- Responsible for internal grant tracking, evaluation, and reporting systems that ensure timely completion of grant deliverables and compliance, including evaluation reporting to program directors on a scheduled basis.
- Responsible for required and ad hoc program compliance reporting, site visits, and program reviews
- IPHCA and health center's primary resource on grant strategy and administration.
- Input data as needed.
- Create reports and surveys and follow up with members to ensure completion.
- Updates and maintains IPHCA databases and dashboards.
- Provide input and feedback through consistent collaboration with IPHCA team members

ADDITIONAL RESPONSIBILITIES

- Supports IPHCA's mission and culture while providing a positive image of IPHCA with partners and potential partners
- Promotes IPHCA membership and the value of benefits offered to health centers
- Provides excellent customer service to health centers in every interaction
- Other duties as assigned

CRITICAL SKILLS, KNOWLEDGE, AND BEHAVIORS

- Ability to work collaboratively with diverse, varied, highly detailed oriented individuals and teams
- Ability to take the initiative and carry projects through to completion on time
- Ability to review documents and synthesize information into useful, concise documents/reports
- Proficiency with Microsoft Word, Excel, PowerPoint, and Access and the ability to learn new applications
- Ability to conduct literature reviews on a variety of academic search engines
- Knowledge related to health policy, community health centers, and public health
- Ability to compile, analyze, and summarize qualitative and quantitative data
- Strong written and verbal communication skills
- Quick learner, self-motivated, and well organized
- Familiarity with databases and analytic tools (MS CRM, Power BI, Dynamics, etc.)

EDUCATION AND EXPERIENCE

Bachelor's degree in Business or Health Administration, Public Health, Health Informatics, Non-profit Management, or other related field preferred: Master's preferred.

Work experience or a combination of education and experience may be considered instead of a Master's degree.

SPECIAL LICENSES OR TRANSPORTATION DEMANDS

State travel by auto will be required periodically- a valid Indiana driver's license and proof of insurance.

ADA REQUIREMENTS

- Computer word processing, spreadsheets, and database capability
- Operation of a vehicle
- Verbal communication- fluency in written and spoken English required
- Air travel

Effective 12/1/2020

Employee Signature: _____

Date: _____