

## Job Description

**Position Title:** Grants Manager

**Organization:** The Network for Regional Healthcare Improvement (NRHI) is a national organization focused on promoting meaningful improvements in healthcare quality and cost containment. NRHI represents more than 30 regional health improvement collaboratives (RHICs) and state-affiliated partners, all working toward the goals of better health, better care, and lower costs. Our initiatives begin with support from our members and are organized around high-level topic areas including data transparency, multi-region innovation, transformation support and policy & practice. Learn more at [www.nrhi.org](http://www.nrhi.org).

**Position Summary:** Reporting to the Chief Financial Officer, the Grants Manager is a full time, regular position that has responsibility for managing all aspects of federal and private grants, including applications/proposals, financial reporting, budget revisions, compliance, and contracting. S/he will be an integral member of the Finance Team that is central to the success of NRHI's operations.

### General Responsibilities:

- Strong knowledge of grant funding accounting and operations. Be actively involved in all programs and services, developing a broad understanding of NRHI's work.
- Visible and approachable demeanor with strong ability to switch gears quickly as needed.
- Maintains strict confidentiality.
- Proactive problem solver who can anticipate needs of a growing organization.
- Identify best practices and seek process improvements.

### Responsibilities:

Manage all NRHI grants and contracts holistically, including:

- Assist with grant/contract proposals and applications
- Ensure compliance with funder requirements
- Administer annual conflict of interest forms as defined by funders
- Responsible for all financial reporting as defined by each funder/grant, including quarterly, semi-annual and annual reports and periodic billings. Maintain strong documentation for all reporting, and reconcile reports/billings to the General Ledger (GL).
- Understand the allowable expenses in each grant and funder restrictions and advise Project Directors as needed.
- Prepare monthly budget to actual reports and meet with Project Directors to review. Create and maintain ongoing forecasts at these meetings to better understand future obligations and potential variances. Ensure that expenditures are consistently coded and aligned with program budgets throughout the period.
- Accountable for preparing, analyzing and distributing FTE budget to actual reports each pay period, advising the Project Director of material variances and creating action plans as needed.

- Lead budget revision and carryover requests with respective Project Directors, advising on different options available, timeline, and leveraging internal documentation to create efficiencies.
- Reconcile and review deferred revenue account, proposing entries to true up revenue as needed based on final reports. Understand cash position with various funders, advise CFO if cash deficit exists, and proactively propose solution or next steps.
- Administer and maintain the contract database and provide support and leadership on procurement and request for proposals (RFP) process to comply with policies and procedures.
- Understand and help provide input on funder regulations and their impact on NRHI's accounting policies and procedures, including federal requirements to maintain contractor status.
- Support financial audits, and ensure documentation is properly kept to easily pass inspection.
- Analyze financial data proactively to find any potential inconsistencies or errors in an accurate and timely manner; clearly communicate findings and follow through on corrective action.
- Support the CFO in ad hoc data analysis and projects as requested.

**Qualifications:**

- Minimum of a Bachelor's in Finance or related field.
- 3-5+ years of detail oriented grant accounting experience with exposure and understanding of federal contractor accounting requirements.
- Excellent computer skills and proficient in Excel, Word, and Outlook.
- Demonstrated ability to work under pressure and handle simultaneous assignments.
- Superior organizational and project management skills to manage and execute competing priorities.
- Works collaboratively as part of the larger team, and continually strives toward the greater good of the organization.
- Must be comfortable working in a fast paced and diverse environment.
- A motivated self-starter with top notch accounting and operations skills.
- Excellent communicator with proven ability to effectively convey important information using a collaborative approach.
- Action-oriented, entrepreneurial, flexible, and innovative approach to operational management.
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed.

**Position Location:** Portland, Maine

**Full-time position**

**Application Process:** Please submit your cover letter, resume and complete our application via our website: [www.nrhi.org/careers](http://www.nrhi.org/careers)