

## **Job Description**

### **Position Title and Summary: Grants Manager**

This is a part-time position with the Network for Regional Healthcare Improvement (NRHI), based in Portland, Maine, with an opportunity to transition to a full-time position. NRHI will provide training and mentoring to the chosen candidate.

### **Responsibilities**

- In conjunction with the VP of Finance & Operations, develop budgets for new projects, within the guidelines of various and specific funding sources (e.g., a free-standing foundation, agencies within the federal government, etc).
- Develop & manage personal & electronic relationships with all funding sources re: financial issues related to all grants.
- Develop and submit financial reports to funding sources, in a timely manner.
- Develop and manage personal & electronic relationships with consultants working remotely on funded projects.
- Work collaboratively with various Project Directors re: their budgeting needs (e.g., assisting with budget re-allocation, as needed).
- Work collaboratively with VP of Finance & Operations on other administrative tasks, as needed.
- Work with teams inside and outside the organization.

### **Requirements**

- Bachelor's degree from a recognized college or university
- Demonstrated experience in budget development and management
- Over five years work experience in the grants area, including state, federal and private sources; healthcare experience a plus.
- Experience with independently managing multiple work streams
- Excellent interpersonal skills with an open and collaborative work style and commitment to get the job done
- Excellent communication skills, verbal and written
- Strong technology skills, especially Microsoft Office (Word, Excel, PowerPoint)
- Demonstrated commitment to high professional ethical standards
- Ability to look at situations from several viewpoints
- Ability to work in a highly flexible and unstructured environment

This position will report to the VP of Finance and Operations.