

GRANTS MANAGER

Job Description

The New York State Health Foundation (NYSHealth) seeks an outstanding individual to join our team as Grants Manager. This position is an ideal fit for an experienced grants manager who loves digging into data and wants to work in a collegial atmosphere with dedicated staff who care deeply about improving health care and public health in New York State.

Background:

NYSHealth is a private, statewide foundation dedicated to improving the health of all New Yorkers, especially the most vulnerable. NYSHealth began operations in 2006; today, it has approximately \$300 million in assets, a \$15 million annual grants and operations budget, and a staff of 24. The Foundation is committed to making grants, but also to making a difference beyond grant dollars: informing health care policy and practice; spreading effective programs to improve the health system; serving as a convener of health leaders across the State; and providing technical assistance to grantees and partners. Today, the Foundation concentrates most of its initiatives in two strategic priority areas: building healthy communities and empowering health care consumers.

Position Summary:

The Grants Manager is responsible for developing, implementing, monitoring, and documenting systems and procedures that facilitate the execution of the Foundation's grantmaking. The Grants Manager ensures that best practices are followed to ensure compliance with regulatory and audit requirements. In addition, the Grants Manager is responsible for the operational management of the grants data system (Salesforce/foundationConnect). This position reports to the Senior Director, Finance and Operations, supervises the Grants Assistant, and works closely with staff across the organization.

Responsibilities:

Grants Administration

- Ensures internal and external procedural adherence from the initial intake and due diligence of grant proposals to declination/awards, monitoring of payments and reports, and grant closing.
- Collaborates with staff on Request for Proposals development.
- Assists with grantee requests (e.g., no-cost extensions, budget modifications), in collaboration with program staff.
- Creates an annual master grantmaking calendar to plot the proposal/grant workflow, ensuring an even distribution of staff resources across four quarterly board meetings.
- Develops and oversees standard terms and conditions for grant award letters.
- Conducts IRS compliance and other research as needed.
- Projects monthly cash needs for grant payments, in collaboration with finance staff.
- Assists with applicant and grantee relationship management, including fielding questions and resolving technical issues.
- Trains all staff on grantmaking and grant-monitoring procedures and on the grants data system.

- Uses the grants data system to create new reports and to generate recurring reports for internal benchmarking and monitoring.
- Creates and updates materials for staff, applicants, and grantees as needed; this includes a grants manual, workflows, online application instructions, due diligence process, and staff training materials.
- Works with finance department to ensure complete and accurate grant records and reconciliations for the annual audit.
- Oversees and manages both hard copy and electronic grants document organization and retention.
- Supervises Grants Assistant and identifies professional development and training opportunities for the grants management team.
- Undertakes special projects as appropriate.

Data System Management

- Owns, designs, implements, maintains, tracks, and resolves all matters related to the grants data system.
- Establishes policies and procedures pertaining to the management, security, maintenance, and use of the system.
- Ensures in a timely manner that service-related issues are identified and resolved.
- Responds to data-related requests and addresses user issues; detects and troubleshoots system issues; and maintains upgrades and maintenance releases.
- Automates workflow processes as needed and offers strategic solutions to continuously enhance Foundation processes.
- Trains and monitors Grants Assistant in use of grants data system.

Required Experience and Qualifications

The Grants Manager must have a bachelor's degree, at least five years of grants management experience, and strong, demonstrated data system experience.

Other qualifications include:

- Superb project management and organizational skills.
- Fine attention to detail and follow-through; flexibility and good judgment; and ability to manage and work on multiple tasks.
- Excellent written and oral communication skills.
- Excellent interpersonal skills: collegiality, integrity, and strong customer service skills.
- Excellent computer skills, including facility with Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook) and database software. Previous experience with Salesforce/foundationConnect is a big plus.

Salary and benefits

Salary is competitive and commensurate with experience. We offer excellent benefits, including paid health and dental insurance, generous retirement plan, reimbursement for wellness activities, and a free monthly MetroCard.

Application Process:

Candidates are encouraged to describe their skill sets and experience in light of the above qualifications.

Send résumé, statement of interest, and salary expectations to HR@nyshealth.org and include “Grants Manager” in the subject line.

The New York State Health Foundation welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.