

Job Description

Job Title	Grants and Programs Coordinator		
Reports to	Senior Director of Operations		
Effective Date	January 1, 2022	Manager of People	No
FLSA Status	Exempt	EEOC Class	2

ABOUT NCHA

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, home health and hospice services, behavioral health services, state psychiatric inpatient services and veterans' services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leverage the scope and scale associated with a \$18+ million-dollar organization, which is funded by members' dues, grants, and shared service.

The NC Healthcare Foundation (NCHF) is one of the top 5 largest foundations affiliated with state hospital associations in the country.

PURPOSE

The Grants and Programs Coordinator reports to the Senior Director of Operations and is responsible for performing a wide variety of detailed and complex coordination functions in support of NCHF grant management, fundraising, and general operations. Additionally, this role provides project level coordination and logistical support for multiple NCHF initiatives. This position is grant funded.

RESPONSIBILITIES

- Responsible for the tracking and coordination of all grants and contracts, including but not limited to funder deliverables, reporting, and compliance requirements.
- Manages grants pipeline and responsible for gathering and communicating key updates to NCHF leadership.
- Manages proposal development, copy editing, and submission process for grant opportunities, ensuring timely development.
- Manages monthly invoicing and financial reconciliation processes for all grants and contracts.
- Assists in the preparation for annual audit.
- Works closely with Senior Director of Operations to plan, coordinate, and execute successful fundraising activities, including: annual fundraising events and campaigns, ongoing outreach and communication with current and prospective donors, and maintenance of fundraising resources, databases, and tools.
- Develops and manages project plans and timelines as requested.
- Provides project coordination and meeting management support for assigned projects.
- Works with communications staff and the NCHF team on the development of communication materials and coordination of website updates.

- Assists with the identification and implementation of improvements in operational efficiencies.
- Perform other tasks and duties as assigned.

MISSION/VISION/VALUES

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships
- Support the vision for a North Carolina where high-quality healthcare is equitable and accessible for all
- Demonstrate the association's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

INTERNAL RELATIONSHIPS

- Works closely with Senior Director of Operations and department leadership on the coordination of grant deliverables, compliance and general operations
- Maintains close communication with NCHA accounting staff
- Collaborates with program leads and other programmatic staff on the execution of NCHF initiatives
- Coordinates work with support staff as needed

EXTERNAL RELATIONSHIPS

- Develops and maintains good working relationships with health systems, healthcare providers, community organizations, funding partners, and vendors
- Maintains communication and coordinates project deliverables with external partners
- Conducts outreach and follow-up with current and prospective donors

EDUCATION AND EXPERIENCE

- Bachelor's degree in an applicable field is preferred
- Minimum two (2) years direct experience required in a project operations or grant management role, preferably in a healthcare, public health, or non-profit setting
- Experience in grant writing, proposal development, and coordination of fundraising activities preferred
- Experience with database and website management as well as project management software
- An equivalent combination of education, training, and experience may be considered

KNOWLEDGE, SKILLS AND ABILITIES

- Strong project management skills with a solid grasp of project management tools and strategies
- Strong organizational, planning, and time management skills
- Knowledge of grant operations and compliance.
- Proficiency in MS Excel, MS PowerPoint, WordPress and MS Word
- Analytical/Critical thinker
- Service-oriented
- Excellent written and oral communication skills
- Excellent teamwork and collaboration skills

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work performed mostly in an office environment.
- Use a computer throughout the workday.
- May require occasional travel.

COVID-19 VACCINATION POLICY AND PROCEDURE

- Newly hired NCHA staff will be expected to achieve policy compliance within the first six weeks of NCHA employment.
- NCHA staff may receive the vaccine from any vaccine provider.
- NCHA staff must provide documentation of vaccination to the Director of Human Resources.
- Acceptable proof of vaccination is a document (CDC COVID Vaccination Record Card) by the professional who administered the vaccine which is a World Health Organization (WHO) approved COVID-19 vaccination dosage series or have received the single dose J&J vaccine.
- Vaccination exemptions may be granted for documented medical contraindications/circumstances and religious beliefs

North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, or other protected status.