SUMMARY

The Grant Administrator is responsible for working with Northwest Health Foundation staff and community partners to implement application processes, deadlines, reporting and other systems improvements to ensure consistent and accurate grants processing. The Grant Administrator works with the Vice President of Strategy & Community Partnership and members of the program team to ensure the smooth functioning of the applications, review, reporting and monitoring processes essential to Foundation operations. The Grant Administrator is additionally a liaison between internal departments and the public, and provides professional customer service to internal and external audiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Meets regularly with the Vice President of Strategy & Community Partnership and program team to review needs and priorities.

2. Maintains, streamlines and continuously improves Salesforce database and other technology functionality; online sites for application, review and grants reporting; and grants management processes.

3. Generates grant agreements, schedules and implements reporting requirements and payments for new grants.

JOB DUTIES

• Self-directs, problem-solves and finds the information needed to perform daily and evolving functions.

• Assures compliance with IRS and foundation-specific regulations for assigned grants.

• Creates and maintains grant records that meet legal, auditing and foundation requirements.
GRANTS ADMINISTRATOR

- Reviews budget and expenditure reports for completeness.
- Generates reports, responses to inquiries and grants histories as requested.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with internal and external stakeholders, including the ability to communicate effectively and remain calm and courteous under pressure.
- Works independently, as well as collaboratively, as a reliable member of the program team and NWHF staff in a multicultural environment.
- Leads an internal technology team comprised of the Communications Coordinator, Director of Public Affairs, and Executive Support & Operations Manager to ensure optimal functioning of the Salesforce database system for program and office functioning.
- Works with an internal team comprised of the Director of Public Affairs and President to manage the sponsorship process.
- Takes initiative to improve and advance practices in grants management with community and foundation partners.
- Is actively engaged in community life in the region. Enjoys the people, as well as the work, internally and externally.
- Displays diplomacy, discretion, customer service, sound judgment with regards to budget and program issues, excellent judgment and outstanding communication skills (oral, written and interpersonal) in interacting with community partners and co-workers.
- Employs strong organizational skills with the ability to multi-task. Performs routine office functions.
- Maintains punctual, regular and predictable attendance.
- Participates in training and professional development.
- Understands foundation structure and history.
- Undertakes special projects and other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.
QUALIFICATIONS
Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor’s degree (B. A.) from four-year college or university; or a minimum of five years’ work experience with three to five years related experience and/or training with database and/or data process improvement; or equivalent combination of education and experience. Ability to speak a second language is preferred.

COMPUTER SKILLS
Intermediate to advanced computer skills that require mastery of applicable software in database and website management is required for this position. Experience and demonstrable skills with Salesforce or equivalent grants management software, Microsoft Office programs (Word, Excel, Outlook) and multiple internet browsers required.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to calculate figures, develop and read budgets and apply mathematical concepts to grants management.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.
and deal with several abstract and concrete variables. Meticulous attention to detail and ability to meet deadlines, work under pressure and deal with stress in a professional manner.

CERTIFICATES, LICENSES, REGISTRATIONS
There are no certificates, licenses or registrations required for this position.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to use and instruct others in the use of computer technology and office equipment.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

SALARY AND BENEFITS
This is a 32/hr/week position with pro-rated benefits. Benefits include medical, dental, vision, group life, disability, paid vacation and sick leave, and 401(k) upon eligibility. The starting hourly wage is $20.50/hour to $22.00/hour. Salary is commensurate with experience and skills.

ABOUT THE FOUNDATION
Northwest Health Foundation exists to advance, support and promote the health of the people of Oregon and Southwest Washington. Our foundation has been working since
1997, investing in programs and projects designed to improve the health of the people in Oregon, as well as Clark, Cowlitz, Pacific, Skamania and Wahkiakum counties in Southwest Washington. Northwest Health Foundation is both a health conversion foundation, funded with assets resulting from the sale of Oregon’s nonprofit PACC Health Plans, and an independent charitable foundation with managed and advised funds.

Northwest Health Foundation is unique among many foundations. A portion of our resources can be used to advance policies that improve the health of our communities through advocacy, legislative influence and participation in political campaigns and elections. Many of the organizations we support address the root causes of health through community-driven, “upstream” solutions. At the same time, NWHF is also actively engaged in advocating for sound policies that protect health.

Northwest Health Foundation maintains an 11-person staff of 10.05 FTE. We own and operate the Center for Philanthropy in Portland’s historic Old Town/Chinatown neighborhood to provide a shared office environment for the Foundation, and other foundations and members of the philanthropic community of Oregon and Southwest Washington.

NWHF is an Equal Opportunity Employer. We strongly encourage candidates from communities of color, rural, disability, LGBTQIA, linguistically diverse populations and the growing diversity of Oregon and Southwest Washington to apply.

More information about Northwest Health Foundation can be found at http://northwesthealth.org/