Community Catalyst, Inc.

Grants Administrator, Consumer State Advocacy Hub (the Hub)

Join an organization at the forefront of health advocacy across the nation.
Community Catalyst, a national advocacy organization, has been giving consumers a voice in health care reform for two decades. We provide leadership and support to state and local consumer organizations, policymakers and foundations that are working to guarantee access to high-quality, affordable health care for everyone. Our contributions, which range from policy analysis and strategic assistance to managing national campaigns, enable consumer groups to provide leadership in the hard work of transforming the U.S. health care system. Since 1997, in states and communities across the country, we have been a catalyst for collaboration, innovation, and action in health care reform. Additional information about Community Catalyst can be found at www.communitycatalyst.org

The Position:
The Grants Administrator, Consumer State Advocacy Hub (the Hub) will oversee the day-to-day grant making operations of the Robert Wood Johnson Foundation-funded Hub project.

This is a full time grant-funded position that will begin June 15, 2020 and is funded through May 2023.

Supervision:
The Grants Administrator will report to the Grants Manager.

Responsibilities:
• Coordinate and perform all administrative aspects of Hub grant making, including managing the awards, review and reporting processes. This includes producing award letters, grant
agreements and reporting guidelines, distributing and collecting narrative and budget reports, ensuring payments and managing application materials (budgets, budget narratives, checklists, demographic data, additional supporting materials).

- Provide technical assistance to Hub Co-Directors to set up Hub grant making initiatives.

- Review financial reporting documents for Hub grantee/organizational compliance.

- Communicate regularly with Hub grantees and potential grantees to identify and collect follow up materials, answer questions and relay feedback on proposals/reports/requests.

- Maintain and manage detailed records of Hub grant making activities and documents.

- Maintain close communication with relevant finance staff to insure timely payment of Hub grants and track balances and Financial Due Diligence Checklist for Hub grantees.

- Identify opportunities to improve our grant making policies and practices, particularly around equity in grant making, and take initiative to implement better practices as appropriate.

- Support Grants Manager in identifying and implementing best practices for grant making with an equity and justice-oriented lens.

- Perform other duties as necessary to achieve the goals of the Hub project and the grants management department.
**Required Qualifications:**

- Commitment to social justice and experience in social change activism.

- Interest in grant making and in equitable grant making practices

- Strong communication skills (written and verbal).

- Excellent people skills, including the ability to respond to multiple decision makers and to “manage up.”

- Strong organizational skills, including the ability to manage multiple tasks at once, meet tight deadlines, pay attention to detail and operate effectively in a fast-paced environment.

- Self-motivated with demonstrated ability to work independently and take initiative as well as work collaboratively as part of a team.

- Strong follow through abilities, including the ability to diplomatically push others for information.

- Flexibility.

- Ability to work with diverse groups of people.

**Preferred Qualifications:**

- Bilingual/bicultural background highly desirable.

- Based in Boston
• Familiarity with non-profit grant making, with experience in grant administration ideal

• Research skills

Benefits & Salary
• Salary Range: $46,680-$55,00

• Generous paid time off policy

• Robust benefits package

• Convenient downtown Boston location

Applicants should submit a resume with a one-page cover letter briefly summarizing their interest in and qualifications for the position to: jobs@communitycatalyst.org. Please put “Grants Administrator, Hub” in the subject line.

Community Catalyst is strongly committed to building a work environment that recognizes, respects, and encourages the unique contributions of a broad spectrum of qualified employees. We strive to make employment decisions that support inclusion to maintain a work atmosphere that is diverse, equitable and promotes family-friendly practices and work-life benefits so that people of diverse backgrounds and lifestyles may grow personally and professionally.

We do not discriminate in hiring based on age, color, ethnicity, race, national origin, primary language, religion, socio-economic status, family status, mental and physical disabilities, veteran status, gender
identity characteristics and/or expression, sex, medical condition, sexual orientation or any other classification that is protected by federal, state, or local law.

Through all of our programs, Community Catalyst works to build a better future for all individuals by advancing health equity, focusing on people of color, immigrants, as well as disability, gender, sexual identity and socio-economic status. It is important for our staff to reflect the diverse communities with which we work. People of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English are encouraged to apply.