**Reports To:** Executive Director

**Job Summary:** The Planning and Grants Coordinator is responsible for grant writing and reporting organization wide. In addition, the Coordinator assists with organizational planning activities, prepares special reports and analyses, and represents CHC in the community at meetings and events.

**Minimum Qualifications:**

**Knowledge, Skills, & Abilities:**

1. Reads, speaks, understands and writes proficiently in English.
2. Effectively communicates orally and in writing.
3. Represents the organization in a professional and effective manner to the community.
4. Independent and self-directed.
5. Supports, motivates and sustains a team-oriented culture.
6. Organizes, prioritizes, and coordinates multiple activities and tasks.
7. Produces work in high quality.
8. Works with initiative, energy and effectiveness in a fast-paced environment.
9. Problem-solves with creativity and ingenuity.
10. Project development skills.
11. Proposal writing skills.
12. Primary and secondary research skills.
13. Proficiency in the use of Microsoft Office applications; Word, Excel and Outlook.
14. Familiarity with various computer software applications (including PowerPoint and Project) preferred.

**Education:**

1. High School graduate or equivalent.
2. Bachelor’s degree in Social Science, Liberal Arts or related field.
3. Master’s Degree in Healthcare Administration (MHA), Public Administration (MPA), Public Health (MPH), Human Services or related field preferred.

**Experience:**

1. Preparing federal and state grant funding applications, along with private funding applications (2 years).
2. Conducting geographical and population assessments and producing written reports.
3. Working with the strategic planning process.
4. Preparing statistical reporting for units of Government.
5. Working with databases with the ability to use on-line systems for submitting proposals and tracking/managing grants.
6. Familiarity with federally qualified health centers or FQHC “look alikes” preferred.
7. Experience working with low income, multi-ethnic populations preferred.
8. Experience working in a not-for-profit organization preferred.
9. Familiarity with a Balanced Score Card planning model preferred.

**Other:**

1. Driver's license with the state.
2. Motor vehicle insurance liability policy, a certificate of deposit, or a liability bond to the required limits.

**Essential Functions/Performance Expectations:**

The essential functions and performance expectations described here are representative of those an employee encounters while performing the basic functions of this job. An employee may be required to perform other functions as assigned, which are not listed. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions and performance expectations.

**Job-Specific Functions/Performance Expectations:**

*Grants:*

1. Responsible for all aspects of the grant writing process.
2. Produces grant reports.
3. Monitors progress on grant deliverables.
4. Monitors progress on grant deliverables.
5. Monitors compliance with grant conditions.
6. Researches and analyzes local, state and national population and healthcare trends and produces reports as needed or requested by senior management.
7. Files a monthly report to the Executive Director on all activities.
8. Represents CHC at the Homeless Policy Taskforce and other organizations within the community.
9. Researches and analyzes funding opportunities from government and private donor sources that address CHC’s strategic goals/objectives and annual Healthcare and Business Plans.
10. Submits proposals for funding opportunities to the Executive Director for consideration and prepares appropriate applications.
11. Attends city and county funding meetings.
12. Assists the Executive Director by serving as a liaison between CHC and external agencies.
13. Maintains information and is responsible for various submissions on HRSA’s Electronic Handbook – the federal on-line grants and program management system.

*Planning:*

1. Supports senior management with the strategic planning process.
2. Assists senior management with the implementation of the strategic plan system-wide.
3. Produces reports based on the strategic plan’s performance measures.
4. Monitors and evaluates progress of strategic objectives and ongoing planning activities.

**General Functions/Performance Expectations:**

1. Time Management: Manages, plans and adjusts work time to effectively complete work responsibilities. Completes tasks and assignments by scheduled due dates; allocates time to various tasks and assignments in accordance with priorities; informs supervisor when schedule problems occur.
2. Attendance: Adheres to standards of attendance, including rest and meal breaks, punctuality and time off. When absent or late, notifies supervisor in a timely manner before start of scheduled shift.
3. Customer Service: Adheres to customer service standards by meeting the needs of internal and external customers through professional interactions.
4. Teamwork: Interacts well with coworkers and supervisor in an appropriate and reliable manner and contributes to the team effort. Coordinates activities appropriately and effectively and seeks assistance, guidance and counsel from others as needed. Shows sensitively to and concern for the interests and needs of others. Negotiates with others.
5. Communication: Speaks clearly, concisely and using words easily understood; exchanges ideas with others and listens with the intent to understand. Writes for the appropriate audience with clear and appropriate skill.
6. Quantity of Work: Generates work in quantities sufficient to meet the needs and expectations of the position and organization.
7. Quality of Work: Completes work thoroughly, accurately, neatly and concisely.
8. Attitude: Assumes responsibility for work without being told; Willing to accept assignments. Contributes to a positive organizational culture and morale. Works to reduce conflict and establish good working relationships with others.
9. Professionalism: Maintains positive, constructive, collaborative, cooperative, professional, friendly and respectful working relationships with coworkers and supervisor. Keeps behaviors, communications and other outward expressions regarding CHC in a positive manner. Meets the expectations of dress and appearance standards.
10. Self Development: Completes mandatory education and training courses in a timely manner. Seeks out additional educational opportunities to continuously improve skills, education and knowledge.

**Management Functions/Performance Measures:**

1. Leadership: Completes mandatory education and training courses in a timely manner. Seeks out additional educational opportunities to continuously improve skills, education and knowledge.
2. Budget, Equipment, and Supplies: Completes mandatory education and training courses in a timely manner. Seeks out additional educational opportunities to continuously improve skills, education and knowledge.

**Working Conditions and Environment:** The working conditions and environment described here are representative of those an employee encounters while performing the basic functions of this job. An employee may be exposed to other working conditions and/or environment which are not listed. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions and performance expectations of this job.

1. The working conditions and environment described here are representative of those an employee encounters while performing the basic functions of this job. An employee may be exposed to other working conditions and/or environment which are not listed. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions and performance expectations of this job.
2. The general environment is clean with a comfortable temperature and moderate noise level. Employee may be required to use computers and other office equipment and participate in communication through typing, reading, writing, telephones etc.
3. Employee is subject to contact with patients under all conditions and circumstances, e.g., illness, emotional duress and hostility. Other work activities involve contact with staff members, the general public and government representatives under all conditions and circumstances.

**OSHA Category:** Employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals. CHC will provide to the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Hepatitis B Virus and that the company will make available, free of charge, the hepatitis B vaccination.