



DIRECTOR OF GRANTS AND COMMUNITY IMPACT

HEALTHCARE INITIATIVE FOUNDATION (HIF) OVERVIEW:

The Healthcare Initiative Foundation (HIF) was established as a 509(a)(3) grant-making organization in 1973 as the Suburban Hospital Association (Md.) Foundation. Since inception, the Foundation has distributed over \$86 million to an array of organizations and activities retaining an exclusive focus on improving healthcare for residents of Montgomery County, Maryland. The HIF's mission is to support organizations that offer solutions to improve the quality and delivery of healthcare for all residents of Montgomery County, MD. The Foundation envisions a Montgomery County where all residents are served by a high-quality, comprehensive, cost-effective, and sustainable healthcare system. See our website for additional information www.hifmc.org.

DIRECTOR OF GRANTS AND COMMUNITY IMPACT POSITION OVERVIEW:

The Director of Grants and Community Impact is responsible for mission-driven and program-related grant investment programs including: development of strategy and approach, identification of investment opportunities, due diligence, and implementation and monitoring of HIF grantees. The Director plays a highly visible role in the community and meets with grantee partners and other stakeholders to develop and implement strategies to advance mutual goals. In addition, the Director serves as liaison to the Board of Trustees' Grant Advisory Committee and is responsible for providing content expertise on a portion of the grant portfolio to the Grant Advisory Committee (GAC) and Board of Trustees.

This is a full-time, exempt position which reports directly to the HIF President and CEO. HIF's general business hours are 9am-5pm, Monday through Friday with occasional early morning, evening, and weekend meetings and events. Most of the work is performed onsite though there may be occasional travel county and statewide.

KEY RESPONSIBILITIES:

- Assist President and CEO and Grants Advisory Committee (GAC) of the Board of Trustees with assessing community needs and assets and meet with various organizations working in the County's health and social service sector to learn more about their services.
- Develops and supports a broader collaboration with community partners in developing joint projects and grant opportunities.

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- Serves as a thought leader and subject matter expert in all aspects of grant management, from pre-award to post-award stages of award lifecycle.
- Directs grant programs, oversees the development, execution and maintenance of all grant-related processes including investigating and evaluating grant proposals; organizing and participating in review and award process; sending award information to grantees; completing grant award agreement; and monitoring and evaluating the project for the duration of the grant period.
- Ensures grantees' compliance with all required grant reporting milestones, including narrative and financial reports.
- Reviews grant documents to assure that the terms and conditions of the award adhere to the HIF's policies and procedures.
- Conducts site visits, attends grantee meetings/events, reviews proposals, prepares write-ups and presents to the GAC and Board of Trustees on the Director's portion of the grant portfolio.
- Leads continuous effort to improve internal grants process and enhances existing tools and reports for grant reporting.
- Works with President and CEO to evaluate the return on investment and impact of HIF grants. Analyzes and compiles grantee reports to present to the GAC and Board of Trustees, develops case studies, and reports on the HIF's cumulative work.
- Oversees HIF's online grant portal - manages the creation of grant applications, grant agreements, report forms and templates in the software; provides technical assistance to grantees; updates grantee documents; serves as point of contact for tech support with software vendor; creates and generates reports; and compiles data to be shared with the auditors, the board or other parties.
- Provides technical assistance programs and training to grantees and the broader non-profit community.
- Assists President and CEO, and the GAC of the Board of Trustees to prepare trainings, convenings, and meetings with community partners.
- Serves as liaison to the GAC of the Board of Trustees preparing grant materials to support the Committee's work, facilitating communication and providing analysis on the grants.
- Assists with training and staff capacity building – works with other staff and interns to develop competency on 'Foundant' grant interface platform.
- Supports HIF President and CEO with full grant portfolio.
- Works with HIF President and CEO on budget development.
- Assists with data management and analysis functions using internal grants database.
- Assists with web content development, external communications, and social media as necessary.

DESIRED SKILLS, CHARACTERISTICS, COMPETENCIES AND EXPERIENCE:

- Mission-driven, with a passion for issues related to healthcare access and a healthy Montgomery County for all residents.
- Bachelor's degree. Advanced coursework and/or degree in public health preferable, with emphasis on policy and evaluation.
- Minimum of five years of relevant work experience, preferably working with and/or for the health and human services non-profit sector.
- Strong interpersonal skills, including proven ability to work with the public, diverse groups of people, and as part of a team.

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- Ability to listen carefully, think critically, and make fruitful connections between stakeholders.
- Self-disciplined, self-starting style and accustomed to developing and independently managing a portfolio of work.
- Excellent analytical skills and ability to distill information.
- Strong organizational skills and attention to detail.
- Effective communication skills, both written and oral, with an ability for deep listening.
- Technologically competent, including the ability to use grants management software to record and evaluate grantee partner reports, as well as, proficient with Microsoft Suite

COMPENSATION:

- Salary ranges between **\$80,000- \$100,000** and will be commensurate with qualifications and experience.

APPLICATION PROCESS:

- Please send an email with a cover letter summarizing your qualifications as they relate to the position description, a resume (as a Word document or pdf), and your salary requirements to crystal.townsend@hifmc.org. No phone calls please.
- **Deadline: Applications will be accepted through May 19, 2023, at 5pm.**

The Healthcare Initiative Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to age, religion, sex, sexual orientation, gender identity, national origin, race, color, veteran, or disability status.