



**Job Title:** DIRECTOR OF COMMUNITY ENGAGEMENT AND GRANT MANAGEMENT

**Department(s):** Community Health Administration/Management

**Position Summary:** Senior leadership position primarily responsible for Grants Management and Community Engagement activities as outlined below

**Supervision Received:** Executive Director

**Supervision Exercised:** Community Health Educators, Marketing and Events Coordinator, Fundraising Coordinator

**Hours/Week** 40  Full-Time  Part-Time  Exempt  Non-Exempt

**FLSA Definition:**

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**ESSENTIAL FUNCTIONS:**

- Provides oversight of and strategic and operational direction to community-facing efforts in two principle areas: Grants Management, including securing grant revenue and associated reporting, and; Community Engagement, including community health programming, organizational/service promotion, and the growth of patient access and volume
- Serves as a member of the senior leadership team providing input and direction to overall organization strategic plan and operations
- Principle staff to the board Community Engagement Committee including setting agendas and working with the committee to steer the strategic direction of the community-facing work
- Plans and supervises staff in accordance with departmental needs and budget, and ensures that departmental hiring, promotions, and other job actions conform to equal employment opportunity/affirmative action requirements

**Grants Management:**

- Primary responsibility for securing and managing organizational budgeted grant revenue
- Creates and implements an organizational fundraising plan including identification of funding opportunities; production and submission of grant proposals, and; development and implementation of individual and corporate giving campaigns
- Prepares and submits required grant reporting
- Manages overall grant objective implementation involving key management and clinical staff where appropriate for meeting grant deliverables and reporting
- Serves as principal staff for Board's fundraising functions
- Provides supervision and direction to Fundraising Coordinator consistent with those job duties

- Works with Finance Department to ensure accurate financial tracking of grant funding due, received and reported, as well as expense tracking charged against appropriate grants. Assists Finance Department to produce invoices for funders related to appropriate grant revenue.
- Produces monthly Grants Revenue Report and works with Finance Department to reconcile monthly grant revenue reported on financial statements, including accounting for any unbudgeted incremental expenses associated with grant obligations
- Principal responsibility for securing and maintaining PHS 330 and supplemental grant funding from government sources including all report submissions and compliance with participation standards. Works with key staff to complete HRSA submissions.
- Develops and manages grant-funding effort in support of community health programming including researching and applying for funding and other resources for new initiatives, oversight of budget, tracking & reporting, and grant renewal

### **Community Engagement:**

- Develops and manages implementation of organizational efforts to expand the reach of NHS' Mission with strategies and tactics designed to improve patient access/volume and community health status
- Generates opportunities for volume growth in patient population served
- Assesses community needs and makes recommendations for community health programming and improved patient access to services that will reduce disparities and promote health equity
- Develops and manages organizational Community Health programming and related initiatives including planning, implementing, and monitoring ongoing operations consistent with mission, vision, strategic plan, annual budget, and grant obligations
- Seeks organization partnerships to promote mission and vision and represent NHS on a variety of community-based collaboratives and coalitions
- Deploys our Community Health programming and Community Partnership platforms to promote the availability of in-clinic and community-based services to both existing and new patient populations
- Uses Community Health platform to bring health improvement initiatives and clinical care closer to the patient's home and to other trusted non-clinic venues such as schools, places of worship and other community partners
- Oversees direction of promotional efforts (both clinic based and community-based services) including online and web efforts, print media, outreach tools, social media, and other forms of media
- Supervises and manages related Community Health Educator positions and functions
- Oversees content development and production of annual *Report to the Communities We Serve*.
- Provides supervision and oversight to Marketing and Events Coordinator and related job functions

**CORE REQUIREMENTS:**

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes, and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to socioeconomic, race and ethnicity, nationality, and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Demonstrates commitment to agency mission, vision, and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Plans, organizes, and multitasks
- Speaks, understands, reads, and writes English sufficiently to carry out all essential duties
- Other duties as assigned.

**QUALIFICATIONS:**

- College degree plus minimum of 5-7 years' experience in public/private grant management activity and project management leading teams and strategic initiatives
- Demonstrated experience in building and sustaining collaborative community partnerships. Experience with developing, implementing, and operating community health programs or services that impact health disparities and promote health equity.
- Possesses knowledge of principles of grant proposal writing, fundraising and other development activities and community-based partnerships and initiatives
- Demonstrated effectiveness in accomplishing project goals within specified time and budgetary constraints. Working knowledge of marketing and promotional methods and techniques.
- Experience in fundraising infrastructure development including data and donor tracking systems, development software selection and utilization
- Successful Federal, State, County and City submission grant management and tracking experience, with knowledge of the local and national public health environment
- Excellent written, verbal, interpersonal communication, and supervisory skills
- Expertise in and commitment to customer service
- Demonstrated effectiveness in the realization of performance objectives and previous experience in performance-based evaluations

- Detail-oriented with demonstrated problem-solving skills
- Professional writing, as demonstrated by writing samples, including grant writing
- Supervision of program level staff
- Budget development and management
- Computer skills at the level necessary for working efficiently in the company's practice management system, especially in the electronic medical record. Proficient in Microsoft Office Suite, including PowerPoint.
- Demonstrates ability to:
  - Work independently and in coordination with other administrative/servicing units to determine, organize, prioritize, and carry out multiple tasks
  - Work productively, motivate, and interact professionally with a diverse staff, community partners, and funders
  - Build and motivate teams with demonstrated leadership and facilitation experience
  - Liaison with patients, government agencies, grantors, managed care, and other health care organizations to coordinate development and program activities

**Attachments**

- Physical and Mental Requirements
- Work Environment