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**HealthPoint Family Care**

**Federal Grants and Fundraising Manager**

**Department: Administration**

**Reports To: VP/CFO**

**Status: Exempt**

**Summary:** Responsible for Federal Grant administrative duties and Federal grant management to ensure organizational compliance. Researches, writes and provides report for all government and private grants. Leads fundraising and special events efforts.

**Essential Duties and Responsibilities:** This job description reflects management's assignment of essential functions. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**Grants**

* Overall management of the Federal Operating Grant.
* Proactively stays apprized of Federal Grant rules, regulations and process
* Proactively communication Federal Grant rules, regulations and process to management team
* Trains others on Federal Grant requirements
* Responsible for implementing Federal Grant requirements throughout the organization.
* Serves as liaison for Federal Site visits.
* Monitors compliance with Federal and Private Grants and works to reconcile any discrepancies
* Prepares and manages Federal and Private Grant applications, renewals, progress reports and other reporting requirements
* Leads federal submission requirements, including but not limited to, change in scopes.
* Leads annual submission of FTCA application
* Tracks status of proposals and other submissions and follows up to provide additional information as required by funding sources.
* Proactively identifies and submits new and renewal grant proposals to foundations, corporations and government agencies.
* Identifies and researches corporate, foundation, and government sources of funding.
* Researches funding source proposal requirements and submittal deadlines and maintains report deadline calendar.
* Writes, edits, and proofreads proposals and reports to corporate, foundation, and government funders.
* Provides support to the HealthPoint Foundation Board in its efforts to raise charitable contributions, develop public awareness, and build community partnerships for HealthPoint Family Care.
* Serves as primary liason for the Foundation Board and serves all administrative needs of the Foundation Board
* Coordinates all Foundation Board Meetings, maintains minutes and disperses all necessary information before and after the meetings
* Manages special events designed for fundraising, marketing and public awareness, including, but not limited to, HealthPoint at the Pops, HealthPoint Hopebox Derby, and annual ‘Community Check-Up’ lunch and presentation
* Continually research and develop new ideas for special events to enhance fundraising efforts.
* Recruits, coordinates and manages all volunteers for any special events.
* Follows established regulations and professional standards as required of the position. Participates in and supports continuous quality improvement.
* Meet annual goals of increasing the donor database (individuals, corporations, and foundations) and donation amounts.
* Develop and coordinate donor recognition program.
* Carries out duties in a cost effective manner, diligently and continuously working to reduce expense without compromising quality.
* Routinely, and effectively communications with management team to keep apprised of event and fundraising efforts
* Works closely with the marketing manager to develop materials for events and fundraising
* Follows established regulations and professional standards as required of the position.
* Other duties and responsibilities as assigned

**Supervisory Responsibilities:**  None

**Qualifications:** 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 from four-year college or university; or two to three years related experience and/or training; or equivalent combination of education and experience. JD degree preferred.

**Language Skills:**  Ability to read and interpret documents such as federal regulations and policy and procedure manuals. Ability to write grants, policies and procedures and formal correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to prepare and present to large groups.

**Reasoning Ability:**  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**  Proficient skills in a variety of software programs and have a high comfort level with technology. Should possess proficient skills in Microsoft Word, Microsoft Outlook, Microsoft Excel, Internet, and Intranet research.

**Other Skills and Abilities:**  Must be detail oriented and have competent literacy and writing, documentation, communications and interpersonal abilities.

Requires ability to read and understand complicated legislation.

**OSHA Job Classification:** Category III – Handling, managing and disposal of biohazardous materials and/or equipment contaminated with biohazardous materials is not a regular part of your work assignment.

**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 frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**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. While performing the duties of this Job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of radiation. The noise level in the work environment is usually moderate.

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**Employee signature Date**

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