

JOB POSTING

Date: 11/15/2023

Grants Manager

Reports to: Senior Program Officer

FLSA Status: Non-Exempt

Organizational Overview:

The Colorado Springs Health Foundation (CSHF) was established as a result of the City of Colorado Springs leasing Memorial Health System to University of Colorado Health. The Foundation's mission is to make grants that target immediate healthcare needs and encourage healthy living in El Paso and Teller Counties. The Foundation began grantmaking early 2016 in four focus areas: access to healthcare for those in greatest need; suicide prevention; prevent and heal trauma; and healthy environments. Since the inception of grantmaking (2016), CSHF has invested more than \$40 million in the health of the Pikes Peak region. The Board of Trustees and a two-person staff currently guide this work. The ideal candidate brings a deep commitment to the Colorado Springs Health Foundation's mission and the Pikes Peak region communities.

Position Summary:

The Grants Manager role is responsible for leading grantmaking operations and maximizing use of the Foundation's communications infrastructure.

Essential Duties and Responsibilities:

- Responsible for grantmaking operations including grants database administration, which entails but is not limited to: creating grant opportunity processes (application and follow-up reports); processing incoming grant applications, decisions, agreements and reports; ensuring grant database integrity and accuracy; updating organizational/applicant information; providing technical assistance to applicants and funded partners related to database login credentials and other grant portal needs.
- Participating in conversations with potential or current funded partners; Attending and fully engaging in site visits; Participating in community meetings.
- Creating and running grant reports; Designing and analyzing CSHF grantmaking activities and creating visual representations of these analyses to be used with board, staff, funded partners, City Council and broader community stakeholders.
- Maintaining and fully utilizing the Foundation external communications infrastructure, which includes but is not limited to: maintaining the Foundation's communications distribution list;

developing and disseminating Foundation communications; supporting Foundation learning sessions; and updating the Foundation's website.

- Responsible for maintaining and leveraging the Foundation's office communications technology, which requires working closely with our contract information technology expert, website designers, and communications consultants, as well as other contracted professionals.
- Provides administrative support to the office, other staff and board of trustees.
- Reviews grant applications.
- Serves as primary contact with vendor (Foundant), staff, applicants and funded partners to troubleshoot and resolve technology issues.
- Train staff in latest best practices and updates related to grants management system.
- Maintain and update the website.
- Maintain and ensure accuracy of communications distribution list (Mailchimp).
- Create and distribute communications through Mailchimp or similar technology.
- Schedule/coordinate meetings on behalf of board and staff.
- Maintain office supplies and equipment.
- Other assigned duties as assigned.

Knowledge, Skills, Experience and Abilities

- Bachelor's degree preferred.
- Experience with grants management software and/or databases, Foundant preferred.
- Proficient in Excel.
- Strong analytic skills including designing, executing and interpreting data analyses using Excel or similar software programs.
- Technical skills including the ability to transform data into meaningful graphs and charts.
- Excellent organizational skills and attention to detail.
- Strong interpersonal skills.
- Strong customer service skills.
- Proactive and action oriented.
- Ability to independently think and execute with limited direction and in a team environment.
- Ability to develop effective professional relationships with colleagues, peers, funded partners and community members.
- Familiarity with El Paso and/or Teller County communities.
- Bilingual in English and Spanish a plus.

Work Environment

- The position is an in-person position, with periodic travel within El Paso and Teller Counties.
- Employee will need to maintain a valid driver's license and be able to drive a car.
- Occasional lifting and carrying of objects up to 20 pounds.
- Daily communication via phone.
- Frequent extended hours in front of a computer screen.

Additional Eligibility Qualifications:

- Must be authorized to work in the United States.
- All offers of employment are contingent upon clear results of a background check. All background checks will be administered according to applicable law.

Salary and Benefits:

- The hourly range is \$30.00 - \$35.00 an hour depending on experience.
- This position is anticipated to be 40 hours per week.
- Colorado Springs Health Foundation offers a comprehensive benefit package including health, dental, vision, short- and long-term disability, and group life insurances; 403B with 5% match; and generous paid time off and paid holidays.

Timeline and Application Process:

To learn more about Colorado Springs Health Foundation visit: www.cshf.net. Colorado Springs Health Foundation is an equal opportunity employer.

To apply, send a cover letter and resume, pdf preferred, to info@cshf.net. Please state “Grants Manager” in the email subject line.

- Any interested candidate should submit a cover letter describing how and why their unique experience, skills and interests fit well with the position and the organization and a resume.
- Submissions without cover letters or resumes will not be considered.
- Applicants who best match the position needs will be contacted for an interview.
- No phone calls please.

Applications are due by 5 p.m. Mountain Time on Friday, December 1, 2023.

Equal Opportunity Employer

Colorado Springs Health Foundation is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.