

## **Position: Grants Research & Management Director**

**Salary Range:** \$\$

**Status:** Exempt

**Reports to:** CFO

**Location:** Klamath Open Door

Klamath Health Partnership, Inc., (KHP) is a Federally Qualified Health Center whose mission is to provide accessible, quality-driven, responsive, patient-centered health services to the community, with an emphasis on those who need us most. Staffed by a comprehensive team of over 50 health professionals and over 100 support personnel, KHP is the second-largest healthcare provider in the Klamath Basin.

Klamath Health Partnership, Inc., is hiring a passionate and mission-driven Grant Research and Management Director that will work within our Finance office in the Klamath Health Partnership Administrative building.

### **Position Summary**

The Grant Research and Management Director (GRMD) reports to the Chief Financial Officer (CFO) and works to locate, research, and apply for grants and to plan, organize, manage, and direct grants and grant support, supervising grant research and management while providing other work as required/requested/directed. This position is responsible for ensuring KHP complies with all federal, state, and local grant regulations. The GRMD also develops, implements, and monitors KHP's grant policy and procedures. The GRMD is also responsible for sub-recipient monitoring compliance. The position is responsible for the financial management of grants and sponsored projects, including ensuring compliance with Federal and State laws and regulations, the rules and regulations of funding agencies, the terms, and conditions of grants/awards, as well as KHP policies and procedures.

This position is responsible for the preparation and submission of related financial reports and other progress and activity reports as required by sponsoring agencies. The GRMD works with the Controller to ensure that invoices are submitted in a timely fashion and that supporting documentation is accurate and properly recorded. The GRMD advises CFO on fiscal matters as they relate to grants; performing various analysis, developing special reports as needed and providing faculty training on grant budget development and management. The GRMD maintains grant records and serves as a resource for accurate and complete information on post award administrative and financial support to principal investigators, project directors and sponsors.

### **Key Responsibilities**

#### **Job Responsibilities:**

##### **Research & Application**

Creating an organized matrix of grant information, including:

- Deadlines of Grant requirements
- Amount of funding offered.
- Contact info (if provided)
- Maintaining timely communications with the grant team and executive team
- Contacting grant providers for additional information
- Contacting non-profits that may provide grants, such as United Way, but do not advertise it.
- Prepare grant templates.
- Complete grant applications with the help of Directors if required.

### Grant Accounting and Federal Reporting

- Responsible for the financial management of grants and sponsored projects, including ensuring compliance with Federal and State laws and regulations, the rules and regulations of funding agencies, the terms, and conditions of grants/awards, as well as Oregon Tech policies and procedures.
- Responsible for preparation and submission of related financial reports and other progress and activity reports as required by sponsoring agencies.
- Works with Controller/Accounting to ensure that invoices are submitted in a timely fashion and that supporting documentation is accurate and properly recorded.
- Maintain general ledger accounting for all grants and produce timely federal reporting.
- Ensure the draw down of federal funds is done timely and according to policy.
- Prepare invoices to grantors as required.

Perform other duties as required or assigned, which are within the scope of duties enumerated throughout.

### **Minimum Qualifications:**

- Bachelor's degree, in relevant field
- Minimum of three (3) years' experience in relevant field
- Previous experience in grant writing and/or research an asset.
- Experience with automated financial management, general ledger, and reporting systems
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Articulate; capable of explaining Beneficent's mission to prospective funding partners and building/maintaining trust.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to work in a highly complex environment where collaboration and teamwork are essential to success.
- Detail oriented with the ability to analyze systems and processes to increase compliance and efficiency.
- Experience with preparing journal entries, posting from journals to general ledger, or preparing original general ledger entries.
- Experience reconciling accounts and financial transactions.
- Ability to conduct individual and group training sessions.
- Ability to work with minimal supervision.
- Ability to provide excellent customer service.
- Ability to plan, prioritize tasks, and organize well to meet deadlines.
- Thorough knowledge of and competency in the use of MS Office Suite.
- Excellent verbal and written communications skills.
- Oregon Driver's License

### **Preferred Qualifications:**

- Master's degree in Accounting, Business Management, or Finance desired
- Experience in a Federally Qualified Health Center (FQHC) finance environment.

## **Accommodations**

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 regularly required to talk and hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

The work environment described here represents those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.