

# Grants Manager

## Position Summary:

The Grants Manager is responsible for leading the identification, cultivation, solicitation, and stewardship of existing and potential grant opportunities as well as work in partnership with other Foundation team members on individual, Foundation, and corporate donor proposals and reports. The Manager will foster a thorough understanding among individuals, families and care providers regarding the role of philanthropy in sustaining and enhancing hospital services and programs. This individual works in close collaboration with the Foundation staff, hospital leads, and key outside contacts to direct the preparation of complex and varied grants, and develops and implements systems and procedures to ensure successful grant-seeking efforts. The Manager will foster positive and mutually rewarding relations between the hospital and donors, prospects and community leaders to achieve long-term support.

## Position Requirements:

- **Licensure/Certification/Registrations:** Active and insura
- **Education:**
- **Experience:** Minimum of 3-5 years of development experience in grant writing and grants management required. Experience maintaining information in databases and/or spreadsheets,
- **Skills & Abilities:** Excellent communication skills including ability to compose well-written letters, write grants, prepare basic promotional materials, and write compelling case statements to prospective donors. Strong listening and interpersonal skills. Ability to work collaboratively and successfully as a member of a team as well as independently. Skills in analyzing and interpreting financials and budgets as well as health and demographic data. Ability to organize, prioritize and meet deadlines, while effectively managing multiple projects simultaneously. Must be able to successfully and effectively communicate with a variety of personnel. Possess good analytical and problem-solving skills, must be detail oriented with excellent follow-through. The ability to relate to persons of all ages and diverse backgrounds, skills and abilities. Ability to deal with diverse and confidential information with discretion and good judgment. Ability to present self in a personable, professional and energetic manner. Must have high level of accuracy,

the mission of Craig Hospital. Ability to periodically travel to and attend off-site meetings. Strong computer skills including Internet research/ navigation and Microsoft Office.

## Essential Functions:

- Develop and write competitive grant proposals, budgets and reports to private, public and corporate foundations in support of various hospital funding needs.
- Assist in analyzing grant opportunities, writing competitive proposals, preparing and assembling grant proposals/contracts in compliance with proposal and federal guidelines.
- Develop, implement, and manage annual grants plan, including strategic grants planning, timeline, grant calendar, and revenue projections.

- Participate in prospect strategy meetings, preparing tracking reports for team meetings and providing overall proposal and stewardship support to major gift officers. Create and maintain standard proposal templates available for others to use in soliciting gifts.
- Oversee and write stewardship reports for donor-funded patient assistance, research and hospital programs.
- Collaborate with Hospital Directors and Staff in order to understand and write proposals and reports that demonstrate the impact of grants and donations.
- Actively seek and qualify new sources of private and corporate foundation support.

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