

Virginia Health Catalyst ([www.vahealthcatalyst.org](http://www.vahealthcatalyst.org)) aims for health to be equitable, person and community-centered, and value-based. The Senior Grants Manager is responsible for the successful administration and implementation of Catalyst's diverse grant portfolio, which funds the organization's efforts to improve health and advance equity. The Senior Grants Manager leads the entire grant/contract cycle from application to closing, coordinating efforts across functions and actively seeking and writing for new external funding opportunities. Specific responsibilities and job requirements are listed below.

The Senior Grants Manager reports to the CEO and works alongside an outstanding team charged with advancing public health in the Commonwealth and driving initiatives that improve health and advance equity.

**Responsibilities:**

- In collaboration with the CEO and COO, lead the organization's grant strategy to include prospective budget planning, responsible fund management, maintaining internal reporting processes, and expense allocation
- Work with the CEO and other members of the Catalyst Leadership Team, funders, and state partners on collaborative project design and strategy, including crafting more in-depth annual partnership proposals
- Work with Catalyst team members to ensure all grant deliverables are met and, all funds are tracked and expended as agreed upon
- Manage, coordinate, and submit major grant reports by all deadlines
- Manage budget trackers for all VDH grant awards and reimbursable funding contracts
- Manage all grant contracts and documentation, including maintaining internal files and contributing to the preparation of invoices to funders for reimbursable grants/contracts
- Ensure that all stakeholders are knowledgeable of federal, state, and other funding compliance guidelines to support on-track, on-time, and on-budget implementation and execution
- Manage existing, and cultivate new, foundation partnerships to both maximize current grant funding and identify new prospective grant opportunities
- Participate in grant-related meetings, partner meetings, and internal/external educational offerings
- Conduct prospecting research and identify new funding sources, especially through federal opportunities and national foundations
- Identify and cultivate new corporate and small business donors/partners
- Staff the Board Development Committee
- Manage the Administrative Manager, including facilitating weekly supervision meetings, conducting annual reviews, and identifying professional development opportunities
- Deliver succinct development/grant reports and/or presentations to funders, Catalyst board members, the CEO, and staff
- With the Administrative Manager, ensure that all donors receive proper acknowledgment

**Successful candidates will demonstrate:**

- Ability to write successful grant applications and reports, while clearly articulating Catalyst's value and impact
- Ability to handle multiple responsibilities simultaneously and prioritize competing demands in a fast-changing environment with excellent time management skills



## **Senior Grants Manager** **Virginia Health Catalyst**

- Excellent written and oral communication skills, with clear ability to use Excel and other current software/systems to manage and track grant-related processes
- Understanding of government contract practices and regulations
- Ability to work well with a diverse group of people
- Attention to detail, ability to make strategic decisions, and problem-solving skills
- Commitment to Catalyst's core values: transparency, partnership, excellence, equity, and respect
- Flexibility, a sense of humor, and a desire to work in a collaborative, drama-free environment

### **Requirements:**

- Bachelor's degree
- 2-3 years of experience in administering grants or programs in the health and human services area

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Catalyst, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

**Salary Range:** \$67,000 – \$73,000, depending on the level of experience

### **Benefits:**

- This is a full-time, grant-funded position. Catalyst offers vacation, sick, paid parental leave, health insurance, dental insurance, life insurance options, and a Simple IRA with employer match after 12 months of employment.

**To apply:** Please submit a resume and a cover letter, specifically describing how your skills match this position, to Danny Hillard at [dhillard@vahealthcatalyst.org](mailto:dhillard@vahealthcatalyst.org). Please include "Senior Grants Manager" in the email's subject line. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis.

Catalyst is an Equal Opportunity Employer committed to recruiting, employing, and promoting the best-qualified individuals. Catalyst aims to create an inclusive, safe working environment and welcomes applications from all qualified individuals. Catalyst employees are required to be fully vaccinated against COVID-19, disclose vaccination status, and provide proof of vaccination, including up-to-date booster shots, unless the CEO approves a reasonable accommodation. Catalyst does not discriminate based on race, ethnicity, religion, gender or gender identity, sexual orientation, age, national origin, marital status, disability, veteran's status, political affiliation, socio-economic status, or other applicable legally protected characteristics.