

CROSSOVER

Healthcare Ministry

Position/Title: Grants Manager

Supervisor: Director of Resource Development and Communications

Status: Full-Time

About CrossOver Healthcare Ministry:

CrossOver Healthcare Ministry provides compassionate, high quality healthcare to the medically underserved in our local community through the operation of two medical clinics; one in the City of Richmond and one in Henrico County. CrossOver is a 501(c)(3) non-profit organization that offers comprehensive healthcare services to its patients, including: primary care, specialty care, dental, vision, behavioral health, HIV/AIDS care, OB/GYN, medications and medications management, and social work and case management.

Position Summary:

The Grants Manager will build upon CrossOver Healthcare Ministry's already successful grants program. Duties include managing the grants calendar, achieving annual grant revenue goals, researching new funding opportunities, working with program staff to ensure compliance with grant regulations and report grant funded program data, and writing proposals, budgets, and reports. In addition, this position also works with other members of the development team to administer key initiatives that are a part of the annual development plan.

Key Responsibilities of Position:

Grants Management:

- Develop an annual plan to provide a roadmap for the grants program;
- Develop a tracking document to ensure that all deadlines are met;
- Write, edit and produce grants and budgets - ensure that all attachments are included;
- Provide grants to appropriate staff for review per the grant review policy;
- Research new grant opportunities;
- Coordinate grant meetings and foundation site visits;
- Lead regular grant planning meetings;
- Keep foundation and grant information up to date in the donor information system;
- Coordinate all aspects of grant reporting;
- Liaison with local foundations and other grant funders;
- Develop and implement a stewardship plan for grant funders;
- Key member of implementation team for new projects that are the result of successful grants;

Other Responsibilities:

- Create and maintain organizational profiles for stakeholders: GiveRichmond, BBB, Charity Navigator, CFC, CVC;
- Regularly attend and participate in Development Committee meetings and Corporate Engagement Committee meetings. Record meeting minutes for both Committees.
- Assist with the coordination of two annual donor stewardship events.

Skills, Knowledge, and Abilities:

- Self-motivated and goal oriented – able to attend to multiple priorities, manages well under pressure, meets deadlines, able to work independently;
- Excellent verbal and written communication skills – strong editing abilities; demonstrated attention to detail;
- Highly collaborative style – able to constructively give and receive feedback; able to successfully function as a key member of implementation team for new projects;
- Knowledge of clinical outcomes and grant writing – ability to conduct research to inform clinical programs and funding applications; translate healthcare programs for funder applications; initiate and utilize innovative techniques in creating proposals; ability to ensure accuracy of data; skilled in organization and prioritizing;
- Ability to recruit, encourage, and effectively leverage volunteers to complete projects;
- Strong organizational skills – willingness and ability to maintain accurate records on the organization’s shared drive;
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.

Minimum Qualifications:

Bachelor’s Degree in related field. Ability to multi-task and work in a fast-paced environment. Strong organizational skills and attention to detail. Excellent written and verbal communication skills and the ability to communicate effectively with a diverse constituency. Able to effectively work with other departments to ensure grant compliance and reporting. Proficient computer skills and experience working with Microsoft Office Suite (Word, Excel, etc.).

Salary: Salary range is \$38,000 to \$45,000 with compensation based on experience.

Benefits: Generous sick, vacation, PTO, health, dental, and vision insurance. 401k option available after one year of employment. CrossOver does not pay relocation expenses.

How to apply: For consideration, please send resume, cover letter, and salary requirements to info@crossoverministry.org by March 31, with an email subject line of “Grants Manager”. No phone calls please.

Website: www.crossoverministry.org