

## **Job Posting for Clínica Tepeyac's Grants & Contracts Manager Position**

**MISSION STATEMENT:** Clínica Tepeyac's Mission is to provide culturally competent health care and preventive health services for the medically underserved.

Now in its 23<sup>rd</sup> year, Clínica Tepeyac is a community health center providing integrated physical and behavioral health care to almost 5,000 individuals from across the Denver metro area annually. Clínica Tepeyac has distinguished itself as a dynamic organization dedicated to eliminating health disparities, with a particular strength serving Latino and immigrant communities. Clínica Tepeyac maintains an unwavering commitment to high quality patient care and continual quality improvement, and to treating each patient with the highest level of respect and compassion. Clínica Tepeyac is actively pursuing a strategic vision to more than double patient visit capacity, with the addition of pharmacy and dental services in the next 3-5 years.

### **JOB SUMMARY:**

Reporting to the Chief Strategy Officer, this position is responsible for the strategic execution and management of a comprehensive program of grants and contracts, with a special focus on government grants and contracts as well as private foundations. The ideal candidate will have extensive experience with state, federal and private funders and a track record of working effectively with clinical and finance team members on managing grants and growing evidence-based, fundable programs. **Resume & Cover Letter Required**

### **A. MINIMUM QUALIFICATIONS:**

- 1. Education:** Bachelor's degree, Master's degree preferred
- 2. Experience:** Five (5) years of professional experience in a government health agency and/or health nonprofit. Must demonstrate a proven record of renewing and expanding support from government and private funders, ability to thrive in a fast-paced and rapidly changing environment, and strong communication skills with diverse audiences.
- 3. Language:** Oral and written fluency in English. Excellent communication, writing and presentation skills. Oral fluency in Spanish is helpful.
- 4. Certification/Licensure/Registration:** Valid Driver's License.
- 5. Ideal Candidate:** Will have strong initiative and the passion to advocate and provide healthcare to the underserved.

### **B. ESSENTIAL DUTIES & RESPONSIBILITIES:**

#### **Grants & Contracts - 65%**

- Prospect for funding opportunities consistent with organizational needs and building on program strengths and successes.
- Manage funder relationships through regular meetings, correspondence, facilitation of site visits and in-person and telephone check-ins.
- Organize and lead preparation for meetings with current and prospective funders, including briefing of CEO, CSO and other staff as appropriate.

- Serve as concept and content lead on proposals.
- Develop grant budgets with input from finance and, as appropriate, program staff, and finalize budget with Finance Department.
- Proactively manage proposal and report deadlines
- Manage grant writing vendor relationship(s), and edit all contracted proposals.
- Collaborate with quality, data and program staff ensure grant execution and reporting,
- Work with program staff to develop implementation plan as needed, including leading grant launch meetings. Provide support on achievement of grant deliverables.
- Create and update grant management reports, and summaries to share with Executive team.
- Work with Finance Department and program staff to develop spending plan consistent with grant award. Track payment of grant awards. Review monthly grant invoices generated by finance.
- Document and maintain clear and timely records to summarize visits, capture donor profile data and track moves management using the development database, send thank you notes.
- Analyze success of strategies and recommend new engagement opportunities and implement best practices for future partnerships and activities.

#### **Organizational and Departmental Engagement - 25%**

- Attend program and project meetings as needed to maintain programmatic understanding.
- Meet monthly or more with Finance Director and department heads to review grant deliverables and finances.
- Engage in regular organizational meetings (staff meetings, trainings, retreats).
- Comply with all organizational procedures and forms.
- Gather information and draft stories to aid in the production of the annual report.
- Review and develop Clínica Tepeyac marketing materials relevant to funders and partners.
- Participate as core member of Development Team in developing communication strategy and communications (letters, holiday card), and in moves management efforts.

#### **Communications and Public Relations - 10%**

- Represent Clínica Tepeyac with partner organizations and at relevant government sector or foundation events and speaking engagements.
- Provide data and stories from grants for organizational communication efforts (e-newsletters, annual report, etc.).

#### **Knowledge, Skills & Abilities:**

- **Knowledge, Skills and Abilities –**
  - Ability to execute work plans independently and with flexibility

- Ability to multitask, prioritize work and meet deadlines.
- Creative and positive approach to communication and problem solving.
- **Project Management** – workplan development and execution and problem solving skills
- **Data Collection**- Understands the value of data, is proficient in use of databases. Experience with an electronic health record is preferred.
- **Respect**- Values culturally competent approach to working with low income and ethnic minority communities is a must.
- **Teamwork** – Contributes to building a positive team spirit; puts success of the team above own interest; supports everyone’s efforts to succeed; must be able to work well in multidisciplinary team settings
- **Customer Service** – Strong customer service skills exhibited in excellent, unbiased and culturally appropriate customer service to patients and the community; ability to handle difficult and angry people constructively; savvy enough to interact with physicians and clients
- **Interpersonal Skills** – Must have excellent written and verbal communications skills and presentation skills; focuses on solving conflict in cooperative manner, not blame; keeps emotions under control
- **Cost and Time Consciousness** – Must know how to manage time and prioritize activities
- **Diversity** – Shows respect and sensitivity for cultural diversity
- **Ethics and Professionalism** – Treats people with respect and consideration regardless of their status or position and is accountable for own actions
- **Organizational Support** – Follows policies and procedures established by Clinica Tepeyac; visible to staff, offering support and modeling service behaviors and concern resolution process
- **Safety, Confidentiality and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. Maintain a secure and trusting environment as required by the Health Insurance Portability and Accountability Act (HIPAA).
- **Attendance/Punctuality** – Is consistently at work and on time, which is predetermined between the employee and the person(s) he/she reports to. Is able to work irregular hours, such as early mornings, evenings and weekends, on occasion.
- **Engagement** – Required to attend and participate in two organizational fundraiser events per year.

**POSITION TYPE/WORK SCHEDULE:** This is a full-time, non-exempt, 40 hour/week position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Clinica Tepeyac.

Clinica Tepeyac is dedicated to equal employment opportunities in any term, condition, or privilege of employment. Clinica Tepeyac prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.