

Job Title:	Grant Project Manager	Reports To:	Senior Director of Development
Location:	Chicago	Travel Required:	
Level/Salary Range:	DOE	Position Type:	Exempt
HR Contact:	Claudria Hurt	Date Posted:	01/19/2023
External Posting URL:			
Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Grant Project Manager			

Job Description:
<p>Position Overview: Under the guidance of, and together with, the Senior Director of Development, the Grants Project Manager is responsible for coordinating submission of high-quality, responsive proposals in alignment with AllianceChicago's overall fundraising plan. This entails maintaining close working relationships with staff at all levels across AllianceChicago, and with external funders and stakeholders. The goal is to achieve and exceed revenue goals through a mix of government, corporate and foundation grants.</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Serves as a central resource for supporting an active grants submission process that is coordinated across the organization, including programmatic, finance and leadership staff. • Supports the development of policies and procedures for Customer Relationship Management (CRM) processes and grant lifecycle management. • Supports the Senior Director of Development in leading a biweekly Grants Meeting. • Helps to plan and maintain an annual grant prospecting and submission calendar. • Guides proposal development from kickoff to completion to meet guidelines, deadlines, and requirements. • Assumes responsibilities for coordination of the writing, and submission of identified grant proposals in response to Requests for Proposals (RFPs), Funding Opportunity Announcements (FOAs), and Foundation Guidelines. <ul style="list-style-type: none"> ○ Convenes internal and external stakeholders to develop project deliverables. ○ Creates project planning and management documents. ○ Develops the proposal outline consistent with application guidance materials. ○ Organizes grant writing for proposals; identifies and supports needed SMEs to craft relevant sections of the proposals. ○ Coordinates grant tasks among all contributing staff/disciplines including program staff, finance staff, marketing and communication staff, and human resources (as needed). ○ Drafts general sections of narrative. ○ Drafts and collects support letters and scopes of work for subcontracts. ○ With relevant subject matter expertise and support, develops needed project attachments, exhibits and support materials. ○ Schedules and conducts grant writing project meetings to track and manage action items. ○ Edits proposal narratives sections provided by SMEs to create a seamless, cohesive final proposal • Coordinates and oversees external contractual grant writing resources where appropriate. • Conducts proposal development debrief sessions to contribute to process improvements and planned resubmissions. • Assists in development and submission of post award materials including revisions, supporting documentation, progress reports and final reports.

- Adheres to and supports AllianceChicago documentation standards within the Salesforce CRM for grants, contracts, statements of work, and other grant-related activities.
- Coordinates reporting deadlines and requirements with Finance, Research, and other Program Leads to ensure timely submission.
- Maintains web registrations for funding agencies.
- Maintains relationships and collaborates with key stakeholders.
- Maintains status list of potential, in-preparation and pending grant proposals.
- Maintains proficient knowledge of the organization's history and programs.

Suggested Time Allocation:

- Support Senior Director of Development in prospecting and funding portfolio planning: approximately 20% of time.
- Oversight and support of proposal development/submission and supportive structure: approximately 55% of time.
- Grant collateral curation: approximately 10% of time.
- Support of Post award submissions: approximately 15% of time.

Additional Responsibilities:

- Maintains list of successful/declined proposals.
- Maintains boiler plate narrative content to be used for general grant writing.
- Maintains up to date CVs, bio sketches, sources of support, and other Principal Investigator and grant related artifacts and forms.
- Organizes/maintains other tools and resources for grant proposal development and submission.
- Maintains records in computer databases.
- Displays adherence to the organization's mission

Other Requirements:

- Experience submitting successful grant proposals and successfully leading major fundraising initiatives.
- Exceptional organizational, written, verbal, and interpersonal skills.
- Demonstrates exceptional skill in organization and efficiency.
- Shows proficiency in preparing and submitting grant submission application packages.
- High proficiency in funding regulations and compliance.
- Familiarity with funding agencies.
- Communicates effectively and in a timely manner with funding agencies and external collaborators.
- Ability to multi-task and work on simultaneous projects.
- Ability to prioritize workload to ensure on-time project completion.
- Works with keen attention to detail.
- Extremely familiar and proficient with Microsoft Office Professional products, specifically Excel, Word, and Outlook as well as Development software such as Salesforce.

Education/Training/Expertise:

- Experience and proven track record in development and submission of funding proposals.
- A Master's Degree in a related field is preferred (or equivalent competency/knowledge).
- A minimum experience of 5 years in grant writing and proposal project management in a non-profit setting is required.
- Ability to successfully manage projects.

Working Conditions:

- Subject to AllianceChicago work location policy, may be remote with some in-person requirements.
- General office setting, extensive telephone and desk work at computer terminal.
- May be required to lift, carry, bend, reach and stand with small parcels up to 25 lbs.

- May be working during on-site visits in clinical environments and settings where medical equipment, chemicals, communicable diseases and certain pathogens may be present.

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.