

JOB DESCRIPTION

Job Classification: Grants Management Specialist

Reports to: Chief Financial Officer

Supervises: None

Last reviewed: 04/21/2026

POSITION PURPOSE:

- The Grants Management Specialist identifies, develops, and manages grant funding opportunities that support the organization's mission and strategic priorities.
- This role is responsible for the full lifecycle of grants, including research, application development, award management, compliance, and reporting.
- The position ensures all grant activities align with federal, state, and private funding requirements while supporting operational and financial goals.
- This position manages our application for the federal rural internet service subsidy program.
- The Grants Management Specialist works collaboratively across departments to develop compelling proposals, track outcomes, and ensure successful execution of grant-funded programs.
- This role also supports federal program requirements, including FQHC-related deliverables and reporting, and contributes to data analysis and market research to inform organizational decision-making.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree

Experience:

- Minimum of three years of experience in grant writing (required), grant management, and project development
- Demonstrated experience developing and submitting successful grant applications required
- Healthcare, social service system, or nonprofit experience preferred

Skills/Abilities:

- Strong written and verbal communication skills, including grant writing and presentation
- Ability to analyze and interpret regulations, funding requirements, and technical documents
- Strong organizational and project management skills with the ability to manage multiple deadlines
- Ability to collaborate across departments and with external partners
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to run financial reports from accounting software
- Ability to analyze data and prepare reports to support funding and operational decisions
- Familiarity with financial reporting and budgeting concepts

Physical Requirements: This position requires the ability to perform the essential functions of the job with or without reasonable accommodation. This role may require periods of sitting, standing, walking, and use of standard office equipment.

This position may follow a hybrid work schedule, requiring regular on-site presence for meetings, collaboration, and access to records.

Status Classification: Salary- Exempt

Remote Work allowed: Hybrid schedule (minimum of 3 days in-office, up to 2 days remote per week, subject to organizational needs and supervisor approval)

JOB RESPONSIBILITIES:

Grant Strategy and Development

- Research and identify local, state, federal, and private grant opportunities aligned with organizational priorities.
- Develop and write grant applications, proposals, and supporting documentation.
- Collaborate with internal stakeholders to gather program data, outcomes, and narratives for grant submissions.
- Ensure all applications are complete, accurate, and submitted within required timelines.

Grant Management and Compliance

- Manage the full lifecycle of grants, including pre-award, award, and post-award activities.
- Monitor grant requirements to ensure compliance with all funding conditions and regulations.
- Track grant deliverables, timelines, and reporting requirements.
- Prepare and submit required progress, financial, and compliance reports.

Federal Grant and FQHC Program Support and Other Federal Programs

- Lead coordination and submission of Federal Section 330 Community Health Center grant requirements; including Change of Scope, UDS reporting, Community Needs Assessments, FFR, and PMS reporting, and other HRSA requests.
- Support related activities including FTCA applications and population health needs
- Monitor and report on HRSA compliance items and identified risks.
- Support preparation for audits, site visits, and federal reviews.
- Manage the application and reporting with the federal rural internet service subsidy program

Financial and Data Reporting

- Assist with preparation and coordination of financial documentation related to grants.
- Work with Finance and leadership to ensure alignment between grant budgets and organizational financial practices.
- Collect, analyze, and report data on grant performance and program outcomes.

Cross-Functional Collaboration

- Partner with departments such as Operations, Quality, IT, and Facilities to support grant-funded initiatives.
- Assist in conducting market analyses, including assessing community need, demand, and service gaps.
- Gather success stories, outcomes, and supporting data to strengthen funding opportunities.

External Partnerships and Representation

- Work with external agencies, consultants, and funding organizations to support grant development and compliance.
- Present grant proposals, findings, and program outcomes to internal and external audiences.
- Maintain professional relationships with funding entities and community partners.

Program and Administrative Support

- Maintain organized records and documentation for all grant-related activities.
- Participate in internal committees, projects, and strategic initiatives as needed.
- Support development of internal reports, studies, and special projects.
- Provide grant writing support for external partner organizations, when applicable.

General Expectations

- Prioritize workload to ensure timely completion of assignments.
- Follow established guidelines and expectations.
- Demonstrate initiative and accountability in managing responsibilities.
- Perform other related duties as assigned.

ACKNOWLEDGMENT:

Job Description Disclaimer

This job description is intended to describe the general nature and level of work performed by individuals in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the role. Management reserves the right to modify, add, or remove duties and responsibilities as organizational needs change.

The duties described in this job description are considered the essential functions of the position unless otherwise indicated. Employees must be able to perform the essential functions of the position with or without reasonable accommodation in accordance with applicable laws.

By signing below, the employee acknowledges that they have reviewed this job description and understand the general responsibilities and expectations of the position. This document does not create an employment contract and does not alter the at-will employment relationship between the employee and the organization.

Employee Signature Date

Supervisor Signature Date
