

OPENING: GRANTS MANAGER

The Michigan Health Endowment Fund is the largest health-focused philanthropic foundation in Michigan. Since 2014, we've awarded over \$260 million in grants and we're just getting started!

We are seeking a tech-savvy, detail oriented administrative professional to join our growing grants management team in making Michigan a healthier place for all. We offer a highly competitive compensation and benefits package, opportunities for professional development, and the chance to partner with people and communities across Michigan to produce positive change in the lives of Michigan residents.

This position will work alongside our grants management and program teams, primarily supporting post-award processes including issuing grant agreements, tracking grant amendments and reports, supporting contract processes, and providing excellent customer service to grantees and applicants.

This position will report to the Chief Operating Officer/Chief Financial Officer and requires close collaboration with the pre-award Grants Manager.

WHAT YOU'LL DO

OVERSEE OUR POST-AWARD PROCESSES

- Using [the Fluxx platform](#), monitor and continually improve key post-award activities including award notifications, grant agreements and amendments, grant payments, and grantee reporting
- Proactively problem-solve system challenges, work with Fluxx to customize the service to the Health Fund's needs, and document and train staff as necessary
- Create dashboards and data insights to help the Health Fund report on program impact and strategic objectives
- Provide excellent customer service and technical support to Fluxx users at all stages and respond to questions about Health Fund programs and RFP requirements
- Create an excellent user experience within Fluxx across all programs.

SUPPORT CONTRACT ACTIVITIES

- Support general contract administration including preparing and reviewing contract agreements and processing amendments and invoices
- Provide regular reports to program staff on contract expenditures and program budgets

BE A TEAM PLAYER ACROSS GRANTMAKING AND PROGRAM TEAMS

- Work side-by-side with the pre-award grants manager to create an excellent user experience for program staff, applicants, and grantees
- Be familiar with trends and best practices in grants management across philanthropy, identifying opportunities for the Health Fund to improve its grantmaking processes
- Contribute to the broader Health Fund program team by participating in regular program calls, identifying opportunities for process improvement, supporting evaluation activities and cross-programmatic goals, and providing input into future grantmaking strategies

WE THINK YOU'LL NEED

RELEVANT EXPERIENCE

- An understanding of one or more of the following: grants management, philanthropy, or nonprofit administration
- An interest in technology and the ability to do some moderately advanced work is preferred
- Experience reviewing and executing contracts is a plus

PROBLEM-SOLVING AND ANALYTICAL SKILLS

- Strong analytical and problem-solving skills
- An understanding of how systems work, and knowledge of accounting concepts, financial data, and budgets
- Detail-oriented, organized, and able to set priorities and work in a self-directed manner
- Strong writing and verbal communication skills are essential

TECHNOLOGY SKILLS

- High level proficiency in MS applications, especially Excel, is required
- Experience maintaining and customizing cloud-based systems is a plus

SALARY AND BENEFITS

The anticipated salary for this position is \$75,000. In addition to competitive compensation, the Health Fund provides a generous benefit package including:

- 20 days of paid vacation time, plus paid holidays
- Single and family healthcare coverage through a Health Savings Account (HSA), with all health insurance premiums covered by the Health Fund.
- The Health Fund also contributes significantly every year to each enrolled employee's HSA
- Paid parental leave
- Life insurance
- Short-term disability benefits at no cost to the employee
- Long-term disability benefits at no cost to the employee
- Matching contributions of up to 6% of the employee's compensation to a Roth 403(b) or the Health Fund's 403(b) plan

INTERESTED IN APPLYING?

Send your cover letter and resume as one PDF to julie@mihealthfund.org. We will review applications on a rolling basis until the position is filled.

The Health Fund values diversity and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

This position will be based in Brighton, Michigan. Currently, the Health Fund has a hybrid work environment, with staff expected to work from the office two days per week.