

Grant and Special Projects Manager

The Hospital Council of Northwest Ohio is seeking a full-time Grant and Special Projects Manager. Don't miss this opportunity to join a dynamic team of people making a difference in the health and wellness of Northwest Ohio! This is a full-time, exempt position with some flexibility in hours and the ability to work a hybrid schedule.

Job Title: Grant and Special Projects Manager

Position Summary for the Grant and Special Projects Manager:

The Grant & Special Projects Manager will actively seek out grant opportunities for HCNO and community partners and oversee the process and production of all materials related to the grant application process from identifying and qualifying prospects, to writing proposals and reports, to collecting data, budgets, and all relevant documents from a variety of sources to submission.

Additionally, s/he supports the Pathways HUB Director by supplying content for annual appeal letters, the annual report, and special projects. The Grant & Special Projects Manager reports to the Pathways HUB Director with guidance from the President and CEO and ensures alignment with the Hospital Council of Northwest Ohio's overall mission and goals.

Responsibilities:

- Research, write and seek grant opportunities for HCNO and member partners.
- Provide links between program, finance, and other staff so all activities related to grant applications are smoothly implemented.
- Work closely with the Pathways HUB Director to respond to special grant requests, needs and opportunities.
- Assist in the preparation of grant summaries and updates for Board meetings.
- Perform other duties as needed.
- Responsibility for researching, writing, compiling, and managing the timeline of all grants including maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and timely submission

Qualifications

- Bachelor's degree and five (5) years previous experience as a grant writer in social service organization or other complex nonprofit with multiple constituencies and programs.
- Commitment to HCNO's mission.
- Excellent writing ability that is clear, concise, and analytic in style.
- Ability to write for various audiences including foundations, donors, and broader general constituencies.
- Ability to meet deadlines while prioritizing and juggling multiple applications.
- Comfortable with data management and administration.
- Familiarity with federal grant applications

PHYSICAL DEMANDS/WORK ENVIRONMENT:

Usual office environment with frequent sitting, walking, and standing, and occasional climbing, stooping, kneeling, crouching, crawling, and balancing. Frequent use of eye, hand, and finger coordination enabling the use of office machinery. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone. Ability to travel occasionally domestically.

HCNO is an Equal Opportunity Employer. We encourage minorities, women, and qualified candidates with disabilities to apply.

If interested and qualified for this position, please email your cover letter and resume to Linda Cubberly, Human Resources, at lcubberly@hcno.org

Benefits

- 403(b)
- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan