

Cross Road Health Ministries, Inc.

Job Description

Job Title: Grants Manager
Department: Finance
Supervisor: CFO
FLSA Status: Full-Time or Part-Time, Non-exempt
Approval: By: DRD Date: 3/26/2018
Work Hours: Regular office hours; nights, holidays and weekends as scheduled and as needed.

Position Summary: Responsible for the coordination, compliance and integration of all state, federal and private grants.

Essential Duties and Responsibilities:

- Handles confidential information.
- Demonstrates a high degree of professionalism, initiative, and independence in areas of responsibility.
- Assists in the timely management of all communication; written, telephone, email and voice mail.
- Reads, completes (in conjunction with other CRHM staff) and files grant applications and all required reports in a timely manner
- Communicates with CEO, CFO and Department heads regarding grant opportunities and grant compliance issues
- Assists departments in meeting conditions for grant compliance
- Meets deadlines in a timely fashion
- Uses initiative to handle a wide variety of administrative duties
- Prepares agendas, attends meetings and maintains extensive grant files.
- Maintains good relations and communication with grant project officers and CRHM staff
- Works on special projects, as assigned.
- Other finance duties as assigned and required
- Complies with all applicable policies of CRHM.
- Actively supports the mission and values of CRHM.

Skills:

- Typing and computer proficiency
- Basic filing skills
- Have a general knowledge of computer systems and associated hardware and systems.

Qualifications:

- Training and/or experience in the medical profession are sought but not mandatory
- Intellect sufficient to read, complete and file grant applications and conditions
- Excellent time management skills

Education/Experience:

- High School Graduate
- Bachelors Degree sought but not mandatory

- Office experience/secretarial skills
- Experience in dealing with long-term projects and project management

Other Skills: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to comprehend and follow verbal instructions. Proficient computer skills needed, especially with Microsoft Office products and the Windows environment.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an office employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to sit use a keyboard, use a telephone or other office equipment, and talk or hear. The employee is occasionally required to stand, climb stairs, walk, and climb or balance. Lifting items weighing less than 10 pounds is frequently required. Rarely is there a need to lift more than 25 pounds.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects CRHM’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. *This is not intended to be a contract.*

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____	
Employee Printed Name: _____	Date: _____
HRD Signature: _____	Date: _____