



Position Title: Senior Grants Officer

Reporting to the CEO, this position requires demonstrated success in previous writing roles, critical thinking and decision-making skills, and an ability to evaluate all aspects of a situation and to independently make appropriate and timely decisions. We are seeking someone who is highly goal oriented, self-motivated, and can work independently as well as with a team. Incumbent will be detail-oriented, with excellent communication skills, ability to multi-task, prioritize to meet deadlines, problem-solve, and can balance a sense of humor with the challenges of this critically important role.

Statement of Duties

Duffy Health Center is a patient-centered medical home, and every role requires functioning effectively using a team-based approach. The Senior Grants Specialist is responsible for writing proposals in support of Duffy Health Center's mission, vision and strategic plan, with a focus on programs and services for individuals experiencing homelessness in Barnstable County (Cape Cod). The role includes research on funding opportunities, funder relationships and reporting to funders on grants outcomes.

Position Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Research, develop, write and respond to public and private grant opportunities in the areas of homeless health care, outreach, mental health and substance use disorders, spiritual care, case management and recovery support services.
2. Evaluate grant announcements to determine eligibility and funding probability. Seek opportunities to grow Duffy programs in concert with managers and directors.
3. Coordinate grant application scheduling and facilitate grant writing process with project directors.
4. Initiate and facilitate new project roll out by meeting with project managers and stakeholders to introduce and integrate the project into current services and workflows to ensure project success. Ensure that financial and outcomes reporting requirements and deadlines are clear to the project manager.
5. Prepare interim and final progress reports in conjunction with project directors.
6. Update grants master log, maintain grants calendar and update files.

Accountability and Judgment

The nature of professional work means that errors in analysis, techniques or recommendations would require executive level review to detect.

Consequences of errors, missed deadlines or poor judgement could result in lost revenue, delay of service delivery or legal repercussions. The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines

include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employees are expected to weigh efficiency and relative priorities with procedural concerns in decision making. Requires understanding, interpreting, and applying complex federal, state, and local regulations.

Complexity

The work consists of employing many different concepts, theories, principles, techniques, and practices relating to an administrative, medical, mental health, or behavioral health field. Assignments concern such matters as studying trends in the field for application to the work, assessing services and recommending improvements; planning long-range projects; developing new techniques for application to the work, recommending policies, standards or criteria.

Supervision

Reports to the CEO. The employee establishes short-range plans and objectives, own performance standards and assumes direct accountability for results. Consults with supervisor only where clarification, interpretation or exception to policy may be required. The employee exercises control in the development of departmental goals and objectives. The employee is also expected to resolve all conflicts which arise and coordinate with others as necessary.

Position is not responsible for the supervision of others. The nature of work and volume fluctuate cyclically. Some events can be planned for in advance, others cannot. Employees are sometimes required to work outside of normal business hours.

Job Environment

Everyday discomfort is typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Contacts

The position has frequent contact with Duffy Health Center employees, administrators, federal and state government agencies and foundation officers. May be required to discuss sensitive matters where tact is required to avoid friction and obtain cooperation.

Confidentiality

Has access to some confidential information obtained during performance of regular position responsibilities, where the effect of any disclosure would be negligible or where the full significance of the overall confidential matter would not be apparent in the work performance.

Recommended Minimum Qualifications

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Physical and Mental Requirements

Employee primarily works in an office setting and is required to sit, and use hands more than 2/3rd of the time; and talk, listen, stand, reach, walk, up to 1/3rd of the time. Employee seldom lifts more than 10 lbs. Normal vision is required for the position. Equipment operated includes office machines, automobiles, and computers.

Requirements under the DHC Emergency Operations Plan

During a declared Emergency, staff deemed as Essential Personnel are expected to work onsite at

Duffy Health Center and Non-Essential Personnel are expected to work remotely. This position is non-essential in this capacity and therefore would be expected to work remotely during a declared emergency.

Education and Experience

- Bachelor's degree, preferably in public health, health services, or a human services field. Master's degree preferred.
- Five to seven years of experience in the human services or public health field.
- Writing, editing, and researching experience, government grant-writing experience strongly preferred.

Licenses and Certifications Required

A candidate for this position is required to have a valid driver's license.

Knowledge, Skills and Abilities

A candidate for this position should have the following:

Knowledge of:

- Health care services, trends in community and public health
- Homelessness and homeless services
- Government funding sources
- Best practices in service delivery and research techniques
- Program and grant budgeting
- PC and Microsoft office computer programs including database, excel spreadsheets, and word processing

Skill in:

- Effective written and verbal communication
- Maintaining and verifying information with accuracy
- Preparing documents and reports
- Analysis, problem solving, planning and prioritization