GENERAL PURPOSE: The Grants Administrator will possess excellent writing, communication, and computer skills; be highly organized with ability to implement systems; work effectively under pressure; use independent judgment; and produce a quality work product within a deadline-driven environment. The Grants Administrator is responsible for: adhering to the CMH grants policy and processes; identifying grant funding sources; researching grants; reviewing the grant application and adhering to it; drafting a grant summary for leadership to consider; compiling application data; writing grant applications; and coordinating the Grant Project Management Team inclusive of deliverables and deadlines. This position maintains records of all funding awards and grant applications, both awarded and rejected. The Grants Administrator will formally seek funding on behalf of The Center for Mental Health and any of its holdings.

ESSENTIAL DUTIES/RESPONSIBILITIES
- Identifies potential funding opportunities to support both existing programming and new endeavors; Perform research on potential funding opportunities to evaluate prospects for match with Hospital community health needs assessment, programs, mission, vision, and values
- Work with leadership and department heads on strategies for priorities and projects CMH-wide
- Cultivate & develop relationships with funders
- Develop relationships with regional non-profits for collaborative approaches to funding
- Conducts research, develops and writes grant proposals to foundations and other grant-making entities
- Generate financial support for The Center through research and planning of proposals
- Determine unmet healthcare needs in community for potential funding opportunities
- Determine if funder and CMH vision/mission/values/programs align on all qualifications
- Synthesize complex and diverse information into comprehensive summaries and proposals
- Be responsible for conducting full range of activities required to prepare, submit, and manage proposals by deadlines as outlined by funder
- Assembles and submits grant requests, including letters, proposals, and budgets
- Work both independently and collaboratively with other departments to ensure grant submissions are timely, accurate, and complete, according to grantor guidelines, fulfilling all requirements of funders throughout grant process
- Serves as the point of contact between the grantor and The Center
- Coordinates with relevant department heads the implementation of programs based on promised grant deliverables
- Ensures Center personnel understand the conditions of the award and follow all compliance requirements
• Coordinates with department heads to ensure proper documentation is collected to demonstrate compliance to the grantor
• Collaborate with department heads for collecting, analyzing and reporting data on the performance of the program activities funded by the grantor; and utilize internal documents, resources, and knowledge as basis for projects
• Collaborate with department heads to track financial information for grant reporting purposes to include money spent, products purchased, and deliverables produced
• Ensure compliance with all grant reporting requirements as outlined in contracts
• Collaborate with department to implement awarded proposals into projects
• Supervise grant-funded staff, as appropriate
• Generates the proper reports and results to the grantors in a timely manner.
• Maintain records as appropriate
• Attend trainings to keep current on funding trends
• Be able to manage rejection and overcome common proposal objections
• Report grant successes and rejections to leadership and other relevant parties within 48-hours of notice

**Center-Wide Essential Duties and Responsibilities**

• Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures of The Center.
• Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of the Center; and contractual guidelines.
• Responsible for supporting The Center’s Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a *One Team Mindset*.
• Completes all administrative paperwork and Qualifacts documentation/time sheet (billing and personnel/payroll) as requested/required
• Completes required competency training in Relias Essential Learning and additional training as requested or selected by supervisor
• Reviews and acknowledges Center policies and procedures as requested/required

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**SUPERVISORY DUTIES:** May supervise grants-related staff as directed.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

**Education or Formal Training & Experience**

• Bachelor’s degree in English, Communications, Journalism, Public Relations, Marketing, or other
relevant field, as well as 3-5 years strong grant writing experience in healthcare field strongly preferred

- Previous experience with nonprofit fundraising preferred
- Experience working in deadline-driven environments
- Behavioral health experience preferred

Knowledge, Skill & Ability:

- Strong communication skills
- Excellent writing, analytical, and research skills
- Knowledge of non-profits
- Self-motivated, detail oriented, and highly organized
- Ability to work independently and meet deadlines
- Strong research and editing skills
- Attention to detail
- Knowledge of computer and software programs
- Ability to interact with people in a professional, friendly manner
- Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team
- Ability to think critically and independently
- Ability to realize and activate potential in every interaction, every day
- Ability to adapt to change in the workplace
- Ability to use change as an opportunity for innovation and creativity
- Ability to inspire and model collaborative teamwork

Working Environment/Physical Activities:

- Works extended hours in front of a computer monitor
- Required to see, talk, and hear
- Often requires sitting and use of hands and fingers, to handle or feel.
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch.
- Vision abilities required by this job include close vision.
- The noise level in the work environment is usually quiet to moderate

I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.

_________________________  _______________________
Signature                                     Date

CENTER FOR MENTAL HEALTH EMPLOYMENT IS AT-WILL MEANING THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER THE EMPLOYEE OR EMPLOYER AT ANY TIME, WITH OR WITHOUT CAUSE OR PRIOR NOTICE.