



Job Title: Grants Manager

Reports to: Director of Grants Management

Position Summary: Manage the grants portfolio to ensure organizational effectiveness and compliance, help set relevant policies, and provide technical assistance as required. The Grants Manager has three major responsibilities: 1) to oversee the financial and record-keeping side of the annual grantmaking process for all applications received and grants awarded, and 2) to work closely with program staff and leadership to ensure accurate financial reporting and procedural compliance on all grants and 3) ensure proper usage of the Foundation's organizational management system, Fluxx for the Grants division.

General Responsibilities:

- Work closely with the Director of Grants Management and grants staff to ensure accurate, timely, efficient, and transparent process for the entire grant life cycle, from proposal to close including pre-award management, tracking payments, reviewing or producing relevant reports, monitoring and post-award management to achieve a steady workflow of grantmaking and grant monitoring
- Ensure grants data and documentation is maintained in the Fluxx system
- Liaise with the Foundation's financial accounting staff to ensure timely and accurate reporting for purposes of financial statement preparation, budgeting, reforecasting, and cash flow projections
- Maintain system workflows and forms with support of the Grants Database Coordinator
- Prepare scheduled payments for grantees
- Analyze applicant financials and present findings to grants staff to inform board recommendations
- Review grant award packets prior to notification of the award
- Consult with grants staff to develop and maintain all agreements pertaining to grant awards
- Schedule and manage reporting requirements and payments for new grants
- Maintain multi-year payment schedules, monitor grant balances, and prepare cash flow projections
- Prepare materials for Board and committee meetings
- Assure compliance with IRS and EHF-specific regulations for assigned grants
- Create grant files that meet legal, auditing and EHF requirements
- Develop and maintain a basic grantmaking manual including grants policies and procedures
- Communicate externally with grantees and applicants as necessary
- Understand EHF's organizational structure and history

Reporting Responsibilities:

- Maximize Fluxx's functionality to set up, run, manage, innovate and deliver accurate, useful and timely reports to EHF leadership
- Analyze and reconcile department operating budget and expenditure reports

- Develop, maintain, and innovate reports on giving data and provide analytics on giving data trends to help inform decisions and improve service to the community
- Prepare ad hoc reports and other materials for EHF leadership
- Ensure data needs are met to aid in telling the story of the work of the Foundation and the communities we serve

Qualifications and Skills:

- Bachelor's degree in accounting or finance preferred
- Three or more years of experience with accounting, grants administration and/or compliance functions
- Ability to design and implement effective workflow processes and procedures
- Proven abilities in analytical, database and reporting skills
- Basic understanding of IRS and other regulations pertaining to EHF's work
- Ability to communicate effectively with grantmaking and accounting staff, senior management, and grantees
- Sound judgment with regards to budget and program issues
- Experience with Visio or other diagramming/graphics and Fluxx software preferred, experience with databases and Tableau a plus

All employees are expected to comply with EHF values, EHF citizenship expectations and EHF policies and procedures. These include: taking responsibility for actions and outcomes, being a good stewardship of resources, being transparent, being a team player, producing high quality work and maintaining a high level of productivity. All employees are expected to have sound knowledge of Microsoft Office software.

Compensation:

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will receive Episcopal Health Foundation's employee benefits which include comprehensive health insurance coverage and a retirement plan to which the Foundation will contribute an amount equal to 9% of base salary.

About the Episcopal Health Foundation:

The Episcopal Health Foundation (EHF) believes all Texans deserve to be healthy. EHF is committed to transform the health of our communities by going beyond just the doctor's office. By providing millions of dollars in grants, working with congregations and community partners, and providing important research, we're supporting solutions that address the underlying causes of poor health. EHF was established in 2013 and is based in Houston. With more than \$1.2 billion in estimated assets, the Foundation operates as a supporting organization of the Episcopal Diocese of Texas #HealthNotJustHealthcare

Interested candidates should apply at <https://www.episcopalhealth.org/about/work-with-us/>. The position will remain open until filled.