Position Description
Grants Manager

Organization: Pallottine Foundation of Huntington WV

Report to: Chief Executive Officer

Status: Full Time, Exempt

Location: Huntington WV

Pallottine Foundation of Huntington, WV: Established in 2017, the vision of the Pallottine Foundation of Huntington is to continue the caring legacy of the Pallottine Missionary Sisters in the Tri-State community – physically, emotionally, and spiritually. It is the mission of the Foundation to support transformative health initiatives that empower all individuals to lead lives of optimal health, self-reliance, and self-respect, and to foster systemic change and collaborative impact in our community.

The work of the Pallottine Missionary Sisters, which began in Huntington in 1924 with the formation of St. Mary’s Medical Center, now continues with the creation of the Pallottine Foundation of Huntington West Virginia. The Sisters, through their sponsorship of the Foundation, will be able to ensure a continuum of care and outreach for the community they have served for so long and with such dedication for many years to come.

Position Summary
As an integral member of a small-staff team, the Grants Manager oversees the grants administration process, office management, and event management for the Pallottine Foundation of Huntington and the Pallottine Foundation of Buckhannon.

Essential duties:

❖ Grants Management: The primary responsibility is to oversee the administration of the grants management databases including the design and maintenance of the workflow processes and procedures to ensure accurate and efficient collection and reporting of grants data.

- Designs, administers, and maintains online grant management system, including dashboards, forms, templates, reports, and data structure. Oversees grant work flow processes related to data entry to ensure adequate internal controls and oversees quality control of data to ensure accurate and efficient reporting of grants data.
• Responds to grant data requests and inquiries from internal and external audiences, including preparation of data analysis and generation of reports, production of internal data summaries, reports, grant statistics, geographic reports, and custom analysis for the board of directors, team members, grants program, evaluation, and finance.
• Leads staff in regular review and updating of grants process and materials.
• Monitors, schedules, and tracks grant payments and reports.

❖ Office and Event Management:
• Keeps the office functioning in an efficient and effective manner by handling its administrative needs.
• Helps manage day-to-day operations.
• Schedules and plans grantee training sessions.
• Schedules and plans grantee and community events.

Qualifications:
• Bachelor’s degree in administration or data management preferred, or equivalent experience.
• One to three years in data management and administration with a relational database system. Some exposure to grants administration software is preferred. Experience with Foundant GLM is highly desirable.
• Advanced knowledge of Microsoft Office Suite (Office 365) is required. Familiarity with Adobe Pro and CRM systems is preferred.
• Excellent writing ability that is clear, concise, and analytic in style.
• High level of flexibility and responsiveness with the ability to shift priorities quickly and as organizational demands require.
• Ability to take initiative and develop solutions quickly and effectively.
• Ability to work independently as well as cooperatively with Foundations’ team members.
• High level of discretion in maintaining confidentiality of sensitive materials and issues.
• Genuine interest in the nonprofit sector especially as it relates to the health and human service needs in the counties served by the Foundations.
• Appreciation for and proficiency in working with people of diverse backgrounds and experiences.

Expected of All Staff:
• Personal value system congruent with the values of the Foundations.
• Maintain relationships/memberships in appropriate professional organizations and participate in conferences and meetings to further professional and skill development.
• Assist in special projects or other duties as determined necessary; willingness to cross-train; and contribute as requested/needed.
• Travel, as required, in the catchment areas of the Foundation.