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Ritter Center Grants Manager Position Announcement

Ritter Center is currently recruiting for a **Grants Manager**. This is a **full-time, exempt** position reporting to the **Senior Director of Housing Services and Whole Person Care**. This role is based in **San Rafael, CA operating out of our Main Campus**. Please find full job description below.

Position Description:

The Grants Administrator is a new position at Ritter Center, created to assist the Senior Director of Housing Services and Whole Person Care in managing the clinical and social services program grants already being implemented at the agency. This role is responsible for seeking out, applying for and managing funding opportunities to sustain current programs, and developing innovative new programs that ensure our clients receive the best available care and services. The position will alternate between being very collaborative and interactive with multidisciplinary staff during the design process, and then working independently and being self-directed during the writing process when the design ideas are integrated into narrative format. In this position, you will collaborate with senior management to design creative, innovative and effective programs and projects for government, public, and private grant proposals, gain knowledge of the inner workings of an integrated clinical and homeless services care agency and master the various components that go into the proposal development process - researching funding opportunities, working with direct service staff on program design, writing proposals for various types of agencies (city, state, federal, and foundation).

The ideal candidate for this position will have at least two years of experience in either grant writing, grants management, or project management, with a successful record of preparing large, complex grant proposals (or projects) that resulted in awarded funds, knowledge of public health, behavioral health, and social care issues and systems at local, state, and federal levels, and excellent writing, analytical (close) reading, and critical thinking skills.

Job Duties and Responsibilities:

Grant Proposals and Contract Renewals

- Work closely with Program Directors to retrieve, collaborate and synthesize content for grant proposals and ensure all grant reports are submitted on time.
- Research grantors on a regular basis by seeking out new grant opportunities using grant making resource websites, foundation and government websites, news and publications.
- With seamless communication, work closely with program and finance staff to collaborate and gather information for succinct and strategic proposals.
- Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
- Participate in various Development meetings and assist the Development team in other capacities as needed.
- Assume additional responsibilities as assigned. Work closely with Program Directors to retrieve, collaborate and synthesize content for grant proposals and ensure all grant reports are submitted on time.
- Coordinate proposal development activities: develop timeline, compile information, and prepare and submit proposal packets for local, state, and federal grant and procurement opportunities.
- Ensure grant/contract budget and program goals are consistent with Ritter Center's annual budget expectations and program capabilities, technical requirements are met, and renewals are submitted on time.
- Assist with negotiations and finalization of awards; ensure required documents are submitted and set up/update internal and external systems, calendars, work plans, databases, documents, etc.



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- Stay up-to-date on current funder guidelines and priorities as well as research and identify other funding opportunities; assist with developing Ritter Center's strategy and framework for proposals, applications, renewals, etc.

General Grant and Contract Management

- Administer grant and contract reporting.
- Manage grants/contracts reporting process for government grants/contracts, ensuring coordination across program, evaluation, and finance teams and timely submission of required documents.
- Provide direct support and reporting to program directors and C-level staff on the oversight of grants and contracts, ensuring review and approval of all grant-related materials and reports.
- Prepare external agreements, MOUs and subcontracts as appropriate.
- Maintain a complete and up-to-date grants management calendar, including contract requirements for all public grants and contracts requiring data or reporting related to services and programs.
- Serve as "Custodian of Record" for all grant files; develop and maintain an organized, central repository (database, shared electronic files, hard copy files, etc.) to ensure efficient and effective information management and facilitate knowledge management.
- Represent Ritter Center in internal and external stakeholder meetings related to the assigned portfolio of grants as well as prepare and present briefings and reports as necessary.
- And other duties as assigned.

Qualifications:

- At least two years of experience with grant management with either grants through the Department of Housing and Urban Development (HUD) or Health Resources and Services Administration (HRSA) Health Centers.
- Commitment to social equity and Ritter Center's mission.
- High attention to detail with excellent organizational skills.
- Excellent computer skills and proficient in Microsoft Excel, Word, and Outlook.
- Excellent communication skills both verbal and written.
- Excellent interpersonal skills and a collaborative workstyle.
- Advanced experience in database management and data entry.
- Strong writing skills; prior grant writing experience preferred.
- Comfortability with responding to urgent and changing needs as issues arise.
- A demonstrated commitment to high professional ethical standards in a diverse workplace.
- Ability to excel at operating in a fast paced, community environment with frequent interruptions.
- Must use high level of confidentiality while handling patients' sensitive information, abiding and upholding HIPAA standards displaying excellent judgement.
- Must have strong critical thinking, analytical, and problem solving abilities.
- Ability to look at situations from several points of view.
- Ability to work well under pressure with frequent interruptions, prioritize changing workloads in order to meet tight deadlines, and work both independently and as a member of a team.

Responsibilities of all Ritter Center Employees:

1. Demonstrates a clear understanding of the mission, purpose and philosophy of Ritter Center.
2. Places needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind.
3. Adheres to ethical business practices by striving to perform in a manner that conforms to the highest standards



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of ethical behavior, integrity and honesty.

4. Takes initiative and responsibility for decisions as an individual. Communicates information effectively both verbally and in writing.
5. Maintains confidentiality of all agency and patient related information. Protects patient rights as defined in the patient Bill of Rights.

Physical Demands:

The work environment characteristics described here are representative of those that must be met by an 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 may be required to sit for long periods of time, talk, hear, write, operate a keyboard, have the visual acuity to read small print and view a computer monitor, reach to the top of a five drawer filing cabinet and lift boxes of no more than 30 lbs. The employee is required to interact with clients, volunteers and visitors both indoors and outdoors.

Work Environment:

The work environment characteristics described here are representative of those of a social services agency. Ritter Center's facilities are smoke-free.

Employment Practices:

Ritter Center is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment, or participation in its programs and benefits on the basis of race, color, national origin, creed, ability to speak English, disability, sex, age or marital status.

ADDITIONAL BENEFITS:

The Ritter Center is committed to providing a robust additional benefit package to complement compensation. This package includes paid holidays, vacation and sick time accrual that increases with tenure, medical insurance with choice of plans, dental insurance, life insurance, disability benefits, flexible spending accounts, a 401K savings account, and an Employee Assistance Program. Additionally, the Ritter Center pays 100% of the employee premium for the medical, dental, and life insurance plans. Additional ancillary benefits are added each year as appropriate.

TO APPLY:

Please email your current resume, as well as a cover letter to Mark Shotwell at mshotwell@rittercenter.org before July 26th, 2018.

This posting can also be found on [Craigslist](#) and [Indeed](#).