



Open Position (FT): Senior Grants Manager

Position Summary: Manages all grant activities, working with Programs, Finance, and Executive Management to develop and maintain grant funding. This includes grant writing and administration, outcomes tracking and reporting, and research, as well as, providing supervisory support to junior team members.

Qualifications Required: Ability to understand and practice the mission of Camillus House.
Education: Master's Level Degree in Business Administration, Public Administration, Sociology, Psychology, Literature or related field or a Bachelor's Degree plus five years of relevant work experience.
Language: Proficiency in oral/written English.
Experience: Minimum three years' experience in grant writing; minimum five years' in grants management.
Strong oral and written communication skills.
Ability to handle multiple tasks.
Self-starter, detailed oriented, strong management skills, ability to meet established deadlines.

Qualifications Preferred: **Skills:** Proficiency in computer (Word, Excel, other data collecting programs).
Successful completion of Toxicology test and of L2 Background screening.
Valid FL Driver License with clean driving record

Culturally sensitive to the social, psychological and healthcare needs of the vulnerable populations serviced.
Strong organizational, interpersonal and communication skills in order to meet deadlines and handle multiple tasks.
Demonstrates a high level of productivity while remaining calm and effective under pressure.
A self-starter with demonstrated ability to work independently, as well as, with multidisciplinary teams and co-workers.
Ability to maintain a high level of poise and professionalism in all circumstances.
Willingness and proactiveness in learning the local, state and federal funding sources and programmatic environment and keeping abreast of trends

Responsibilities: Commitment to the Values and Mission of the Brothers of St. John of God as witnessed through Camillus House and Health in serving the needs of the underserved populations.

Hospitality: Create an environment where people can feel welcomed, comfortable, understood, esteemed and loved.

Respect: Recognize the richness of God's gifts and His presence in every person regardless of age, situation in life, culture or religion.

Spirituality: Nurture a brighter, happier and richer life in time of suffering and struggle; empowering confidence in living with joy.

Quality: Work toward creating centers of excellence; fostering continuous improvement.

Healing: Respond to the need of the whole person – body, mind and spirit; energizing new hope.

Responsibility: Encourage cooperation as a way of promoting standards of competency, efficiency and accountability as we carry out our duties in the Mission.

Prepares and submits grants as part of the Grant Team.

Manages the coordination and compilation of grant inquiries and applications.

Prepares and submits monthly billing for grants, working with Finance and Program teams as needed

Monitors, directs and advises junior team members in the preparation and submittal of billing.

Oversees the timely completion of programmatic and financial reports including preparation of monthly, quarterly and annual grant reports.

Maintains and updates physical and electronic grant files.

Manages and cultivates relations with foundations, corporations and federal agencies.

Serves as grants lead for monitoring contract compliance including reviewing contracts for general compliance and budgetary issues as it relates to programmatic plans and activities and notifies supervisors of any issues in a timely fashion.

Serves as grant's lead in monitoring/auditing by funders including preparation of documentation needed for monitoring by funders by working with Finance, HR and Program staff and facilitates monitoring process including monitoring logistics, reports and corrective action plans. Monitors, directs and advises junior team members assigned with monitoring visit tasks.

Provides assistance in preparation of grant proposals for submission to grantors.

Provides assistance in researching funding opportunities to identify new sources for grant funding.

Provides additional assistance to the Director of Grants and the Grants Unit as needed.

Works effectively and professionally with Camillus staff and community partners.

Other Duties as assigned.

CAMILLUS HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER