

Grants System Coordinator (GSC)

FLSA Classification: Non-Exempt

Reports to: Grants Manager

Salary Range: \$26.93 – \$29.92 per hour

Application deadline: Open until filled

To apply, please visit: <https://tinyurl.com/grantsystemcoord>

JOB DESCRIPTION

About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution. The MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su and the tools it uses include grantmaking, convening of local partners, and policy change. The foundation's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing, and senior services.

Position Summary

Reporting directly to the Grants Manager, the GSC will be the primary administrator for the foundation's grant making system. As such, the GSC will be responsible for managing and monitoring all grant/scholarship making tools, coding, documents, workflows, and templates throughout all grant/scholarship making stages to successfully support programmatic goals and strategies. Collaborating with the grants management, the GSC will provide cross-functional support in processing grant/scholarship decisions made by the philanthropic team and will support ongoing monitoring of grant/scholarship award requirements and all stages of their lifecycles.

Job Responsibilities

Leadership:

- Support training of staff on processes, software, and analytics to optimize the efficiency and effectiveness of grant/scholarship software functionality and procedures.
- Support in the strategic direction of Grants Management and other departments on short/long term funding goals and strategies.
- Develop a deep understanding of the grants management system's available tools, functions, and strengths and limitations for its efficient utilization.
- Support in confirming the integrity of grants management system set up and maintenance.
- With each change to programmatic expansion, support in the facilitation, organization, creation and implementation of multiple grant/scholarship making projects as assigned or initiated.
- Support training of staff on developments in grantmaking trends.

Management/Administration:

- Support the configuration and monitoring of system settings and tools for process improvement through evaluation, establishment, and maintenance of grants management system data for the organization and its interface with MSHF accounting and billing systems and public facing website, in accordance with MSHF funding policies.
- Organize, communicate processes, and monitor end of year grantmaking and scholarship tasks.
- Collaborate with team members to ensure all communication templates are accurate and up to date.
- Schedules weekly meeting, draft and distribute agenda, record, and distribute meeting notes.
- Monitor and update all grant/scholarship applications and awards to comply with policy requirements.
- Execute and monitor streamline processing for financial review workflows, ensuring required documentation and reports are received for timely completion by finance staff.
- Support in the design of recurring outreach to monitor and maintain all individual and organizational contact records for accuracy and user security.
- Monitor and update all grant/scholarship award publishing details with accurate website API summaries, contacting program staff when incomplete.
- Support in collaborating with Evaluation and Learning department to improve, monitor, and update all requirements to comply with grant/scholarship awards and to reflect current data needs.
- Manage, analyze, and update system tools, such as docket, portfolios, and dashboards. Provide ongoing exposure and training to program staff for increased implementation of all grants management system functions and tools.
- Provide cross-departmental support within grants management.

Internal/External Relations:

- Cultivate relationships and represent MSHF in grant management field and help proliferate and adopt best practices.
- Collaborate with various departments to design and host grant/scholarship awardee events and learning opportunities.
- Serve as point of contact for prospective and current grantees for information regarding MSHF guidelines, application process, grant terms, reports, payments, and alternative funding ideas.
- Review applications for completeness, track application invitations (phase I & 2) and responses, and monitor due dates and send reminders.
- Provide reviewers with all relevant documentation, monitor all pending requests for timely processing, and send notifications as needed to assigned staff. Create/monitor/evaluate grant/scholarship administrative guides, FAQ, and other learning resources.
- Answer incoming communications from scholarship/grant seekers and awardees and assist with technological issues

Health Equity Promotion:

- Provide positive support and collaboration in advancing MSHF health equity goals/vision by revealing biases in an issue, situation, or funding tool
- Assist various teams to positively address needs identified within health equity reports and briefs.

Competencies:

- Strong strategic and analytic skills to support leadership in making sound judgment in accomplishing diversified duties that will advance the foundations mission.
- Exercise initiative, independent thinking and decision making within the limits of departmental guidelines, policies, standards, and precedents.
- Attention to detail and deadlines, strong organizational skills, and an ability to manage and complete multiple tasks with accuracy and reliability.
- Professionally clear and strong written and verbal communications with an ability to hold self and others accountable to high standards.

Education & Experience:

- Bachelor's degree and/or equivalent combination of education and experience preferred, associate degree required.
- Demonstrated proficiency with MS Office Suite, Zoom, and DocuSign.
- Knowledge and experience working with a Grants Management System (GMS) and
- Customer Relationship Management (CRM) system preferred.

Other duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory responsibilities: none

Work Location: Wasilla, Alaska

Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands: Employee will be spending considerable time at a desk using a computer terminal.

EEO statement: Mat-Su Health Foundation is an equal employment opportunity employer.