



## **Office and Grants Manager**

### **Position Summary**

The Office and Grants Manager plays a vital role in assisting the Foundation in accomplishing both the regular day-to-day activities of the office and in executing the larger strategic plan of the Foundation. The position is full-time and offers a variety of benefits. Strong organizational skills are required.

- Office Manager responsibilities include: reception, clerical and program support for all staff and the FCH Board; ensure adequate office supplies; liaison with all vendors related to operations and maintenance of the facility, computers and all other capital assets; manage accounts payable; assist in annual financial audit process.
- Grants Manager responsibilities include: all correspondence and database management of FCH grant applications, awards, and payments; develop and monitor grant contracts, grantee compliance and reporting; and other related administrative functions.

### **Reporting Relationship**

This position reports to the Chief Executive Officer (CEO) but is considered an integral part of the FCH team in all of its work. This includes assisting the Director of Communications and Special Programming on a variety of activities and programs (e.g. Annual Medical Education event, website, reports, meeting arrangements) and other tasks which assists the Foundation in accomplishing its mission, such as attending community meetings and improving operational systems.

### **Qualifications**

- ◆ Three to five years relevant foundation or administrative organizational experience;
- ◆ Excellent communication skills (oral and written) and proficiency in English;
- ◆ Proficient in Microsoft WORD & EXCEL;
- ◆ Experience in website and database base management systems preferred;
- ◆ Experience with accounts payable preferred;
- ◆ A proven ability to manage multiple projects and tasks simultaneously, set priorities, handle numerous responsibilities;
- ◆ Ability to exercise independent judgment and to accept supervision;
- ◆ Strong interpersonal skills and customer service orientation;
- ◆ Driver's license and transportation.

## **Specific Responsibilities**

### Clerical & Office Management

- ◆ Reception (both in person and on the phone) and Foundation correspondence
- ◆ Maintain inventory of supplies, equipment and other assets
- ◆ Make travel arrangements, organize meetings and scheduling
- ◆ Organize and coordinate the logistics of Foundation conferences, meetings, trainings and special events (including place, space, refreshments, and amenities)
- ◆ Coordinate staff calendars
- ◆ Liaison with the landlord and IT services

### Administration and Data Management

- ◆ Provide staff support for all Board and committee meetings, including logistics, attendance records, preparation of the minutes and any follow-up items
- ◆ Prepare orientation materials for new Board members
- ◆ Prepare and maintain the official records of the Foundation
- ◆ Input and maintain FIMS database with a focus on the grants module
- ◆ Maintain grant records and reports
- ◆ Process invoices and payables, including grant disbursement requests
- ◆ Liaison with computer service contract provider and responsible for data backup
- ◆ Maintain communication between the Foundation and its donors

### Grants & Rx Assistance Fund Management

- ◆ Responds to grant-related inquiries
- ◆ Assists the preliminary review of *letters of intent* and *applications* for completeness
- ◆ Input *letters of intent* and *applications* into FIMS;
- ◆ Primary source and contact for all grant-related correspondence
- ◆ Monitors and tracks all grant documentation and correspondence during grant period
- ◆ Coordinates all communications, meetings and grantee training related to the FCH Rx Assistance Fund program.
- ◆ Undertakes special research reports as assigned by the CEO.

### Communications & Public Relations

- ◆ Assist with the coordination of public relations related activities, as well as and other communication outputs and strategies, such as the production of an Annual Report, issue briefs and research papers;
- ◆ Monitor local news for articles on the Foundation and other relevant topics;
- ◆ Responsible for monitoring and technical aspects of website updates and maintenance
- ◆ Assist with materials and preparations for special events and meetings

### Functions as a team member in a small office setting

- ◆ Assumes a share of office functions which require "all hands on deck" such as major mailings, set-up and clean-up after functions, hosting groups, minor janitorial duties between professional cleanings, etc.
- ◆ Other duties may be assigned as needed by the organization.