

The Healthcare Foundation of New Jersey
Grants Administrator/Assessment Officer
Job Description
September 2021

The Healthcare Foundation of New Jersey (HFNJ) is an independent, endowed grant-making organization dedicated to reducing disparities in the delivery of healthcare and to promoting the infusion of compassion and humanism into our healthcare system. HFNJ works to improve access to quality healthcare for vulnerable populations in the greater Newark, NJ area and the Jewish community of Greater MetroWest NJ.

The Healthcare Foundation of New Jersey seeks to seed new initiatives, identify and expand existing healthcare programs, support appropriate clinical and medical research, promote medical education to positively impact its targeted communities, and engage in partnerships to foster its goals.

Key characteristics of working at The Healthcare Foundation of New Jersey include a commitment to: ***excellence, teamwork, accountability and professionalism.***

Title: **Grants Administrator/Assessment Officer**

Reports to: Executive Director/CEO

Job Scope: The Grants Administrator/Assessment Officer oversees major aspects of grants management and evaluation, record keeping, data collection, and is a power user of the Blackbaud Grantmaking Sky management software. The Grants Administrator/Assessment Officer supports HFNJ staff with grantee data reports and statistical information as needed. Additional role assignments may be given as deemed appropriate by the Executive Director/CEO.

Key Job Responsibilities:

Supervisory Function

Supervise and support staff use of Blackbaud Grantmaking Sky, including creating and editing online grant forms and correspondence templates.

Grantmaking Duties

Provide technical support to applicants and grantees to facilitate the use of Blackbaud Grantmaking Sky system.

Create grant contracts and forward to Executive Director/CEO for approval/signature; and then forward to grantee for signature.

Work with program officers to maintain accurate record keeping, including six-month status reports, and changes in grant-related deadlines, contract terms, or grantee staff.

Maintain all records related to grant making, grant requests, grants awarded, and grants declined.

Support HFNJ staff in grantmaking, including from time-to-time in vetting potential grantees.

Represent HFNJ in a positive and professional manner.

Evaluation Duties

Review in Blackbaud Grantmaking Sky all Interim and Final Reports received from grantees.

Summarize outcomes and challenges in Interim and Final Reports from grantees, and work with Executive Director/CEO and Program Officers to ensure receipt of all needed data/information.

Financial Duties

Input all grant checks sent and/or refunded/cancelled in Blackbaud Grantmaking Sky and work with Chief Financial Officer on all financial matters and reports related to grants.

Work with Chief Financial Officer and Executive Director/CEO on end-of-year cash flow-planning.

Support Chief Financial Officer with Blackbaud Grantmaking reports and backup data as needed for audit or other financial work.

Board Relations

Provide reports on grants to the Grants Evaluation Committee (GEC) and Board as requested or as appropriate, including reports on grants closed during the quarter and program status two years after end of HFNJ funding.

Take minutes for GEC and Board meetings.

Create and nurture positive relationships with Board members.

Special Projects

Maintain and update organization website.

Update Facebook page as requested by the Executive Director/CEO.

Maintain and update organization partnership distribution list.

Distribute email correspondence to partner agencies.

Attend professional workshops as approved by the Executive Director/CEO.

Work on other projects/assignments as requested by the Executive Director/CEO.

Meeting Attendance

Quarterly GEC and board meetings.

Weekly staff meetings.

Professional workshops/other meetings as requested/approved by the Executive Director/CEO.

The ideal candidate will possess:

- Bachelor's degree; higher degree preferred.
- Minimal 5 years of relevant experience including experience with database reporting, grantmaking process and non-profit work.
- Experience with data evaluation and reporting including use of Blackbaud Grantmaking Sky.
- Excellent written and verbal communication skills, including an ability to present data in a meaningful, succinct and conveying manner and to summarize meeting minutes.
- High energy and enthusiasm – a self-starter who is able to work both independently and as part of a team.
- Strong organizational skills; ability to manage multiple projects simultaneously, to work collaboratively with colleagues and board trustees, and to meet deadlines.

For further information or to apply for this position, please send a *brief* cover letter and resume to Michael Schmidt, CEO at mschmidt@hfnj.org.

The Healthcare Foundation of New Jersey is an Equal Opportunity Employer.

September 15, 2021