



SAN FRANCISCO COMMUNITY HEALTH CENTER

Contracts & Grants Manager - FTR022018

Agency Description

San Francisco Community Health Center (formerly known as API Wellness) is a federally qualified health center that provides culturally competent, high quality medical care, health services, education, and outreach. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead underserved communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco's Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

We believe that everyone deserves to be healthy and needs access to the highest quality health care.

Position Description:

The Contracts & Grants Manager is responsible for managing and maintaining compliance with all grants and contracts. This position will interface with program staff to review and update contract budgets and changes are made by the funder, this will include an understanding of the program narratives. The position is also responsible for grant tracking, and maintaining grant archives and database. The Contracts & Grants Manager performs ongoing revenue projection and analysis, as well as monitors contract and grant compliance with the managerial staff. This position reports to the Chief Strategic Engagement Officer.

Major Responsibilities:

Contract Reporting, Monitoring, and Renewals

- Lead coordination and preparation of government renewal applications -- work with department directors, program, finance, and administrative staff, to insure submissions meet funder requirements;
- Assist program staff to develop strategic program narratives, progress reports, and final reports;
- Work with finance and program staff to develop budgets for all contract proposals and renewals, manage budget modifications, allocations and spending plans;
- With Program Staff, manage all foundation and corporate grants and contracts, including financial and programmatic compliance and reporting;
- Serve as liaison and point of contact with government, foundation and other funders
- Lead the coordination and reporting of contract deliverables;
- Ensure compliance with contract requirements in collaboration with program staff;
- Provide training to staff on contract reporting and monitoring.
- Participate in the Strategic Engagement Team group.

Planning & Analysis

- With finance, develop public and private grant revenue projections annually and as needed;
- Provide ongoing analysis of grant progress to inform overall agency planning and decision-making;
- Maintain grant tracker of proposals and reports to ensure timely submission of reports, meeting and complying with all external deadlines, and projecting workload across development staff, consultants, and directors.

Departmental Support

- Provide support for contracts and grants-related activities;
- Other duties as assigned.

***Requires occasional evening and weekend work (may increase seasonally); may require lifting up to 25 pounds.**

Minimum Qualifications:

- Bachelor's degree in Non-Profit Management, Business Administration, Health Care Administration or related field or equivalent work experience; a combination of experience and education will be considered;
- At least 5 years' experience in public and private grant proposal and report writing
- Experience in monitoring and tracking contract service deliverables
- Must be a team player with strong interpersonal skills yet have an ability to work independently;
- Superior organizational skills, attention to detail, and follow-through
- Excellent written and oral communication skills
- Excellent Microsoft Office skills (Word, Excel, Outlook, PowerPoint)

Preferred Qualifications:

- Experience in contracts/program management within the HIV/AIDS, health, and /or social services preferred
- Fluency in English and an Asian or Pacific Islander language

Location:

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered.

Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15647971>

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.

Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.