



Grants Manager – Health Services of North Texas

ESSENTIAL DUTIES & RESPONSIBILITIES

- Research potential grant opportunities and determine best response method, including campaign/program fit with grant guidelines.
- Coordinate resources within the agency to tailor the grant application to meet the agency need, to gather the statistics that document the need, to develop the timeline for activities related to implementing the grant if funded, and to ensure the application accurately reflects the agency capabilities.
- Maintain grant application timeline to ensure that necessary resources are available to meet the grant application deadlines. Chart necessary reports and follow-up post grant award.
- Ensure all grant deadlines are met and that submitted proposals are of the highest quality.
- Track all grants submitted and report status to leadership.
- Prepare agency progress reports related to funding such as Grant's management reports for the Board of Directors and progress reports for Foundation grants.
- Build relationships with representatives of potential corporate and private foundations.
- Coordinate Agency tours with Grant representatives.
- Support fundraising events, both HSNT-led and second party.
- Participate in Quality Management studies.
- Perform other duties as assigned by the Director of Development or CEO.

EDUCATION: Bachelor's degree

EXPERIENCE: Minimum one (3) year professional writing experience gained in either an academic or non-profit environment; grant writing experience in non-profit with track record of grant awards preferred.

Demonstrated ability to use independent judgment in decision making

Strong interpersonal skills as demonstrated by ability to achieve results through collaboration with management team

Ability to effectively multi-task projects

Advanced computer skills. Experienced with databases and spreadsheets. Advanced MS word, excel, PowerPoint, outlook and Internet navigation and research

Experience in health care, social services, or related fields preferred.

SALARY: 45,000.00 - 50,000.00

TYPE: Full Time – Experienced

LOCATION: Denton, Texas

CONTACT: Larry Bisno; lbisno@healthntx.org

About Health Services of North Texas - Health Services of North Texas, Inc. (HSNT) is a nonprofit organization dedicated to providing excellent medical care for the entire family from newborns to grandparents including prenatal care, counseling services, as well as chronic and infectious disease care management.