

Grants and Development Specialist

Preferred Requirements:

- Any equivalent combination of education and experience that provides the required knowledge and skills is qualifying
 - o Typical qualifications would be a baccalaureate degree and 2-4 years of direct experience with federal grants, policies and procedures, or other related experience
- Knowledge of philanthropic environment, resources, economic influences, and trends
- Knowledge of organizational program planning and budgeting
- Financial and operational management
- Direct experience with federal grants, and policies/procedures, preferred
- Talent for maintaining positive relationships with corporate and foundation officers, contacts, and other key stakeholders
- Demonstrated ability to work and communicate effectively with people of diverse backgrounds
- Strong writing and editorial skills with exceptional attention to detail

Benefits/Details:

- Full-time, remote work position
- Supervised by the Executive Director
- Wireless connectivity allowance available, separate from compensation (including cell phone)
- Computer and software tools provided
- Flexible schedule with PTO available
- Other benefits are being developed (with employee input) and offered, including health insurance
- \$55,000-\$60,000 starting annual pay range at 1 FTE (other FTE options can be discussed)
- Performance and benchmark compensation increases available annually

Why This Role is Important:

Powering every successful nonprofit are dynamic, driven, and mission-motivated individuals who work to develop strategies that engage our communities. MPO/MNPQC provides education, services, and resources to improve outcomes for Minnesota's birthing people and their infants. This position plays a critical role in the success of the organization helping to secure funding that allows us to bring our mission to life.

Our team is small but mighty, and we work collaboratively to balance multiple projects simultaneously. The best fit for this position is someone who thrives in a fast-paced, ever-changing environment who can prioritize effectively and remain flexible among competing priorities.

What You'll Do/Be Responsible For:

- Manage, negotiate, and provide support for contract/grant awards
 - o Assist in the writing and development of new grant proposals to secure funding
 - o Conduct preliminary review of proposals for accuracy, completeness, and adherence to policies and procedures. Identify special problems and collect information for problem resolution

- Suggest potential sources of support
- Assist as appropriate with drafting of policy statements and other documents
- Assist in the identification and/or resolution of audit problems
- Complete payment schedules of funds, narrative and financial reporting requirements, bases and rates of overhead charged as well as other terms and conditions of the award
- Prepare and submit required grant reports as needed
- Review and approval of all accounting and business documents processed against contracts and grants
- Assist accounting staff to resolve problems of overdrafts, expired accounts, and erroneous, faulty, or returned documents
- Contributes to operational planning, budgeting, and data systems related to statewide maternal and perinatal quality initiatives
- Maintain working knowledge of federal and state mandates and authorities associated with funding, facility licensure and clinical quality
- Develop and manage contracts, sub agreements, and contract agency requirements
- Develop and manage all organizational giving & guide efforts to work towards achieving charitable goals
 - Budgeting, cultivating donors, developing outreach strategies, other fundraising activities as assigned

What You're Good at:

- Strategic thinking, ability to translate high-level plans into measurable outcomes
- Research and critical thinking skills, ability to creatively connect organizations to funding opportunities
- Strong written and verbal communication skills, ability to translate reports into compelling stories that capture funding
- Attention to detail, ability to juggle multiple projects and deadlines while successfully delivering in a timely manner

More About You...

- Passionate, hardworking, self-motivated
- Risk tolerant, open to trying new ideas, learning from mistakes, and continuously learning and improvement
- Accountable, thrives on shared outcome-driven work
- Team player but works well autonomously
- Effective communicator and able to follow-up when needed

Applying for This Job:

To apply for this job, send a digital file of your resume and an introductory letter to Susan Boehm, Executive Director at MPO: susan.boehm@minnesotaperinatal.org

Your introductory letter should be no longer than one page and should clearly address the following questions:

- Why are you passionate about supporting the missions of MNPQC and MPO?
- In what ways are you meaningfully connected with and accountable to the communities you value? Define communities any way you'd like.
- In what ways do areas of difference in your background and experience influence how you approach your work?
- In what kind of work environment are you most productive as a team member and colleague?
- Why do you think you would be a good fit for this position?

MPO/MNPQC is actively looking for people with a broad background of lived experiences and identities. We are committed to hiring a staff that is representative of the communities we serve, and strongly encourage candidates of all identities and experiences to apply for this position. You may also email questions to susan.boehm@minnesotaperinatal.org if necessary.