

Tennessee Primary Care Association - Job Announcement

Position Title: Grants Manager

Classification: Full Time

Reports to: Finance Director

Salary Range: \$59,000 – \$66,000

Direct Reports: None

Introduction:

As the membership organization for the state's community health centers, the Tennessee Primary Care Association's (TPCA) mission is to provide leadership, advocacy, and support as the voice of 30 non-profit primary care organizations. The association operates on an annual budget of approximately \$3 million and is a bridge between community needs and the decision makers at the federal, state, local, and corporate levels.

The Grants Manager contributes to this work by ensuring sustainable and effective grants programs; identifying and managing the application process for new sources of funding and grants; and providing guidance on organizational compliance. This role will bridge the gap between TPCA's programs and operations through grant and organizational compliance.

Job Summary:

The Grants Manager will

- manage TPCA grant application efforts and optimize the grant administration process
- provide expertise in interpretation of federal or state regulatory language
- support TPCA's financial stability through the development of diversified funding
- ensure TPCA's legal, regulatory, and programmatic compliance

Essential Duties:

Duty 1: Grants Management (30-40%)

1. Optimize the grant administration process through:
 - Grant documentation integrity
 - Timelines and deliverables management
 - Post-award management
 - Record retention
 - Reporting process assistance
2. Participate in meetings with Federal grant Project Officers and Grants Management Specialists and other grant-funding agencies.
3. Support development and management of grant budgets.
4. Assist in the preparation of documentation for site visits and/or audits from state or federal funders and other grant funding agencies.

Duty 2: Grant and Organizational Compliance (40-50%)

1. Maintain compliance checklists for federal, state, and other grant funding sources; conduct and document new grant audits to ensure TPCA compliance.
2. Manage procurement, internal exclusion and debarment, and annual audit processes.

3. Serve as lead on organizational compliance. Manage contracts, agreements, amendments, MOUs, NDAs, etc. for grants and all aspects of TPCA business.
4. Review and document new compliance requirements in light of current practices. Lead TPCA staff in development of new processes or activities.
5. Work with CEO to develop and maintain organizational policies and procedures to ensure compliance with legal, regulatory, and programmatic requirements.

Duty 3: Funding Opportunity Identification (10-15%)

1. Collaborate with organizational departments and TPCA leadership to identify activities and programs that require additional funding support.
2. Identify funding opportunities, including federal, state, and private grants, to meet organizational needs. Research feasibility, TPCA eligibility, and benefits.
3. Manage grant process with relevant TPCA staff regarding new funding opportunities.
4. Assist the Finance Director to plan diversification of funding strategies.

Duty 4: TPCA Policies, Procedures, and Staff Activities Support (5-10%)

1. Maintain knowledge of TPCA policies, procedures, and software.
2. Participate in TPCA staff huddles, functional teams, staff meetings and pertinent conferences and meetings.
3. Provide staff support at Association sponsored events, such as the Annual Conference and President's Dinner.
4. Perform other tasks and duties as identified by the immediate supervisor.

Minimum Requirements:

- A Bachelor's degree in related field
- 4-6 years of experience with grant and/or contract management and demonstrated ability to interpret federal or state regulatory language and translate into an easily digestible format
- Specific experience with Federal health grants (HRSA, CDC, NIH, etc.) preferred
- A demonstrated ability to manage personally identifiable information (PII) and other confidential business information with integrity and confidentiality

Knowledge, Skills and Abilities:

- Organized with attention to detail.
- Knowledge of Federal Financial Grants Management (Uniform Grants Guidance) and accounting practices preferred
- Ability to provide a high level of customer service and support with a professional and supportive demeanor.
- Ability to manage several projects concurrently with varying timelines and adapt to changes in project requirements and/or the work environment.
- Ability to work collaboratively within a team.
- Ability to communicate and work effectively with other staff, members, community-based organizations, health center staff, customer/vendors/client groups.
- Proficient computer skills, particularly with software in Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Willingness to adapt to new grants management technology solutions.

Work Environment (includes physical requirements):

- Office environment.
- Prolonged sitting, use of computer, monitor, and keyboard; occasionally lifting of lightweight boxes.

Position Type and Schedule

- Full-time Exempt
- 40 hours a week

Contact Information and Procedure:

Interested candidates should apply by submitting their application in TPCA's online application system by December 31, 2021. [Apply here.](#)

The position will remain open until filled by an excellent candidate. No email applications or applications in any other system will be accepted; no telephone inquiries, please.

Tennessee Primary Care Association
710 Spence Lane
Nashville, TN 37217
<http://www.tnpca.org>

TPCA offers a comprehensive benefits package that includes paid vacation, sick leave, and holidays, paid medical, dental and life insurance, paid long-term disability insurance, and participation in a 403(b) retirement plan. In addition, TPCA offers elective participation in employee-paid benefits including Flexible Spending Account, Dependent Care Savings Account, vision insurance, and AFLAC insurance options.

It is the policy of TPCA that all applicants are entitled to equal employment opportunity regardless of race, national origin, religion, age, sex (including pregnancy or related medical conditions), gender identity or expression, sexual orientation, disability, genetic condition, marital status, or veteran status (past, present, or future service in the Uniformed Services of the United States), or other protected characteristics or identity as required by local, state, and federal law.

This position will be supported in part by grant funding from the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS).