

MICHIGAN HEALTH ENDOWMENT FUND

OPENING: GRANTS MANAGER

The Michigan Health Endowment Fund seeks a motivated administrative professional to support our grantmaking process across programs. The right candidate has strong technology skills underpinned by an understanding of accounting concepts, workflows, and customer service.

WHAT YOU'LL DO

- **OWN OUR GRANTS MANAGEMENT SOFTWARE**

Using the Fluxx platform, monitor and continually improve key activities including the grant application process, proposal review, award notifications, and reporting. Proactively problem-solve system challenges, work with Fluxx to customize the service to the Health Fund's needs, and train staff as necessary. Create dashboards and data insights to help the Health Fund report on program impact and strategic objectives.

- **COORDINATE GRANT CYCLES FROM RFPS THROUGH CLOSEOUT**

Across all programs, respond to staff needs and look for opportunities to standardize and improve processes and coordinate grant cycle timelines.

- **SUPPORT APPLICANTS AND GRANT PARTNERS**

Provide basic technical support to Fluxx users at all stages and offer basic guidance to applicants about Health fund programs, RFP requirements, and other questions.

WHO YOU ARE

- **TECH SAVVY**

You're interested in technology and able to do some moderately advanced work to ensure a great user experience through our grants portal. You enjoy learning new technology and quickly pick up on how a system operates.

- **A UTILITY PLAYER**

You are a consummate team player who is always up for a challenge, eager to learn from others, and work within and across teams to solve problems.

- **ENTHUSIASTIC ABOUT ADMINISTRATION**

You spend time reading and applying administrative strategies and best practices learned from other organizations' experiences. Elegant systems, efficient processes, and well-crafted spreadsheets excite you.

- **CAUSE-ORIENTED**

You are excited about the mission of the Health Fund and want to use your skills to help make the world a better place. If you don't have a background in nonprofit work, you've imagined how you might adapt your private sector skills to a mission-driven environment.

WE THINK YOU'LL NEED

- **RELEVANT EXPERIENCE**

The successful candidate will have an understanding of one or more of the following: grants management, philanthropy, or nonprofit administration. Experience reviewing and executing contracts is a plus.

- **PROBLEM-SOLVING AND ANALYTICAL SKILLS**

The position requires strong analytical and problem-solving skills, an understanding of how systems work, and knowledge of accounting concepts, financial data, and budgets. Candidates must be detail-oriented, organized, and able to set priorities and work in a self-directed manner. Strong writing and verbal communication skills are essential.

- **TECHNOLOGY SKILLS**

High level proficiency in MS applications, especially Excel, is required. Experience maintaining and customizing cloud-based systems is a plus.

TO APPLY

- **ANSWER THESE QUESTIONS**

Skip the traditional cover letter! Instead, respond to all three of these prompts. You can format the answers however you like.

1. What's interesting to you about this position? How does the position fit into your career goals?
2. Describe an instance where you had to learn a new technical skill in order to do a good job on a project. What was the challenge? How did you figure it out?
3. What part of the position are you least comfortable with? Why?

- **SEND US YOUR RESUME**

We strongly encourage you to submit a one-page resume and make sure it's a PDF.

Send these items to info@mihealthfund.org. We will review applications on a rolling basis until the position is filled.

The Health Fund encourages everyone to apply. We value diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

This position will be based in Brighton, Michigan. Currently, the Health Fund has a hybrid work environment, with staff expected to work from the office 2-3 days per week.

SALARY AND BENEFITS

The anticipated salary for this position is \$75,000. In addition to competitive compensation, the Health Fund provides a rich benefit package including paid parental leave, life insurance and short- and long-term disability benefits at no cost to the employee, and matching contributions up to 6% of the employee's compensation to a Roth IRA or the Health Fund's 403(b) plan. The Health Fund offers a Health Savings Account (HSA) plan to all employees (single and family coverage). The Health Fund covers all health insurance premiums and contributes to each enrolled employee's HSA.