



## Grants Manager Job Posting

**Position Title:** Grants Manager

**Reports To:** VP of Development

**FLSA Status:** Exempt

**Revision Date:** September 2022

**About CVIM:** Community Volunteers in Medicine (CVIM) is a free healthcare center providing high quality, comprehensive, and compassionate healthcare to low-income uninsured workers and their families. Based in West Chester, PA, we work to address health disparities in the Chester County region. Our workforce includes a core group of paid staff and hundreds of skilled volunteers. We work together in a welcoming, positive and collaborative environment to meet community needs and deliver patient-centered care. CVIM is fully funded through philanthropy.

**Position Summary:** The Grants Manager is responsible for CVIM's efforts to secure more than \$1 million in annual foundation, corporate, and government grants. The Grants Manager must apply detailed project management skills to ensure effective grants management, maintain extensive knowledge about CVIM's program and strategic goals, and utilize that knowledge to optimally position the organization for appropriate grant opportunities. The Manager reports to the VP of Development and is a key member of the Development Team.

### **Major Responsibilities:**

- Write persuasive grant proposals, letters of interest, and stewardship reports.
- Conduct research to identify new grant funding opportunities aligned with CVIM's mission and strategic goals.
- Cultivate and steward relationships with grant funders and prospects.
- Maintain detailed tracking of grant opportunities, funder requirements, and deadlines, ensuring timely submission of all proposals and reports.
- Collaborate with CVIM leadership and staff to fully understand programs, services, and strategic initiatives plus programmatic results, health outcome data, and CVIM budgets.

### **Qualifications:**

- Superb persuasive writing skills.
- 3-5 years of experience in grant writing and grants management.
- Strong project management skills, with the ability to balance priorities and meet deadlines.
- Ability to understand and interpret program results data and outcomes.
- Experience with budgets and basic financial reporting.
- Ability to cultivate and sustain relationships and work effectively with a wide variety of constituents.
- Impeccable attention to detail.
- Bachelor's degree in a relevant field, preferred.
- Alignment with CVIM's mission and values.
- Computer proficiency expected.

**Schedule:** This position will be 25-40 hours per week, with the scope of responsibilities adjusted for the right candidate.

CVIM provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state or local laws.

**To apply,** please send your resume and a one-page cover letter sharing why you are interested in the role to Julie Rusenko, [jrusenko@cvim.org](mailto:jrusenko@cvim.org).