TITLE: Grants Manager
FLSA STATUS: Exempt

DEPARTMENT: Mercy Foundation
JOB CLASS: 884

GENERAL SUMMARY:
The Grants Manager will serve as the primary lead and provide direction and oversight for the grant program at MercyOne Des Moines Medical Center. This entails providing leadership and coordination of grant identification, solicitation and stewardship to support the programs of MercyOne Central Iowa and subsidiaries of CommonSpirit Health – Iowa, including House of Mercy, Mercy College of Health Sciences, MercyOne – Centerville and Newton, as well as other designated affiliates.

CORPORATE PHILOSOPHY STATEMENT:
It is the obligation of each employee of MercyOne Central Iowa to abide by and promote the mission and core value of the Spirit of Mercy.

CORPORATE POLICY STATEMENT:
It is the obligation of each employee of MercyOne Central Iowa to comply with MercyOne’s mission, values, standards of conduct, policies, procedures and related practices (e.g. Dress Code, Time and Attendance, and other policies).

HIPAA SECURITY COMPLIANCE:
Security Access: Medium “Incumbent has access to confidential information (non-patient related) and must comply with the terms of the MercyOne Security Policies as it applies to their job role.”

ESSENTIAL FUNCTIONS:
• Assures that the philosophy and mission of MercyOne is visual in the performance of duties. Communicates and promotes a strong commitment to this mission.
• In consultation with the Foundation President, responsible for establishing and ensuring the Foundation’s annual revenue budget for grants – related income is met or exceeded.
• Identifies funding sources by reviewing literature, attending seminars and informational meetings and communicating with program staff in private and public organizations.
• Serves as a collaborative leader in linking grant opportunities to existing needs within the MercyOne Central Iowa organization.
• Disseminates information on grant opportunities to MercyOne departments and organizations as applicable.
• With input from MercyOne personnel, develops and submits grant applications, including narrative, financial and supporting materials to federal, state, foundation and corporate funders.
• Responsible for integrating grant seeking, management and stewardship efforts into the broader fundraising strategies and activities of MercyOne Des Moines Foundation.
• Develops and ensures MercyOne’s grant policies and procedures are current with industry best-practices and government requirements, and that Mercy staff and physicians seeking and administering grants are following established grant policies/procedures.
• Directly supervises the Foundation’s Grants Compliance Coordinator, and supports and oversees the work of the ACO Grant Coordinator (through an in-direct reporting relationship). Both positions are responsible for ensuring successful post-award grant management and compliance for grants awarded to MercyOne, including maintaining accurate and complete grant records, ensuring grant expenditures are properly supported and approved, and monitoring that all required reports are submitted timely and accurately and that grants are compliant with federal and funder regulations and requirements.
• Seeks opportunities to advance a statewide strategy for collaborative grant seeking efforts across the MercyOne state wide system.
• Represents MercyOne Des Moines Foundation on committees and task forces pertinent to grant funding.
• Assists with other projects from time to time as required by the Foundation President.

MARGINAL FUNCTIONS:
• Assists with grant consultation to MercyOne rural network hospitals as requested.
• Assists with providing fundraising advice to MercyOne departments as requested.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
• Bachelor’s degree required, Master’s preferred.
• Minimum 2 years experience in grant writing.
• Strong preference in experience of writing, securing and managing state and federal grants

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67%-100% of workday, Frequent = 34%-66% of workday, Occasional = 33% or less of workday)

CONSTANT:
• Talking: Expressing or exchanging ideas by means of the spoken word, both on phone and in person.
• Hearing: Receiving detailed information through oral communication, both on phone and in person.
• Sitting: With some freedom to alternate between sitting and standing.

FREQUENT:
• Walking: Moving about on foot throughout the campus.
• Fingering: Picking, pinching, typing or otherwise working primarily with fingers; i.e., writing memos, letters, reports.

PHYSICAL DEMAND REQUIREMENTS:
• Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

VISUAL ACUITY REQUIREMENTS:
• Administrative work involves use of computer terminal, extensive reading and preparing and analyzing data.

**INTELLECTUAL/EMOTIONAL REQUIREMENTS:**
• Ability to maintain both a high standard of courtesy and cooperation in dealing with co-workers, patients and visitors and satisfactory job performance despite the stress of a hospital work environment.
• Ability to place highest priority on the relationship with the donor or prospect by: 1) maintaining in strict confidence all personal information revealed by the donor/prospect in the course of any conversation 2) not recommending or accepting any gift arrangement which is not in the best interest of the donor/prospect and 3) not engaging in the unauthorized practice of law in the course of any conversation with the donor/prospect.

**TOOLS/EQUIPMENT:**
• Computer
• Telephone
• Miscellaneous office equipment

**WORKING CONDITIONS:**
• Worker is not exposed to adverse environmental working conditions.

**REPORTING RELATIONSHIPS:**
• Reports to the President, Mercy Foundation

*The above is intended to describe the general content of and requirements for this job. It is not intended to be a complete statement of duties, responsibilities or requirements.*

**APPROVALS:**

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<th>Name</th>
<th>President Mercy Foundation</th>
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