

Job Title: Vice President of Grants
Reports To: Chief Executive Officer
FLSA Status: Exempt
Location: Denver, Colorado
Position: Full Time

Summary: Responsible for directing a coordinated and strategic community investment program and leading funding efforts for LiveWell Colorado (LWC). Oversees the LWC community grants process, including recommending funding priorities, providing technical assistance, conducting site visits, working with the evaluation team, initiating and maintaining the grants database, and updating and reporting results to the board of directors. Acts as liaison between LWC and funded communities. Responsible for improving and maintaining grant-making processes and infrastructure (including a database) and ensuring regular and frequent contact with grant applicants, grantees and funders. In coordination with CFO, administers contracts, manages grants budgets and ensures compliance. Also responsible for identifying funding opportunities for LWC and leading and managing grant efforts. Establishes and maintains positive relationships with grant makers in Colorado and nationally.

Essential Duties and Responsibilities:

- Serve as member of senior leadership team, helping to create and maintain a values-based, high performing culture, and providing advice and counsel
- Contribute to organization-wide strategic discussion, issues, and decision-making; overseeing budgets; and providing technical guidance and quality assurance on grants management efforts
- Oversee the community investment program
- Evaluate grant applications and serve as the key point person in the formulation of recommendations on funding
- In conjunction with evaluation team, develop systems for monitoring funded activities and create and track performance metrics in order to provide feedback and update board of directors
- Evaluate and monitor grant applicant's business viability and likelihood of sustainability
- In conjunction with CFO, develop proposals for board review and provide budget and compliance oversight
- Research current trends, emerging issues, policy interventions, and innovations to enhance effectiveness of grantees and support success of LWC grant applications
- Monitor and track ongoing grants and initiatives, including evaluating and reporting to staff, board, and external colleagues on performance and taking immediate steps to rectify problems or compliance issues
- Initiate and maintain grant database, generate and analyze grants data and history

- Direct and supervise technical assistance coordinator(s), including managing outside consultants as necessary
- Identify and implement innovative and informative trainings for communities and facilitate sharing of best practices among grantees; build leadership capacity among grantees
- Ensure sustainability of LWC by identifying, assessing and leading efforts to secure funding through grants
- Manage grants to LWC, ensure compliance and maintain relationships with funders.
- Develop partnerships with other institutions to leverage LWC's community investments as well as support LWC funding requests
- Other duties/responsibilities as assigned

This position will have Supervisory Responsibilities, including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education/Experience:

- Bachelor's degree required; master's degree in public health or social services preferred
- 10 years or more of relevant work experience within community and/or public health (preferably in the HEAL arena), social services sector, community-based nonprofits, or foundations
- Experience in grants management, including processes, technical assistance, evaluation and compliance
- Solid understanding of nonprofit organizations and knowledge of public health issues and practice
- Experience managing significant budgets required
- Demonstrated success in identifying and securing grant funding
- Knowledge of and relationships with potential funders in the HEAL arena, both locally and nationally
- Strong grant-writing skills
- Strong project management skills
- Professional experience developing and working with community coalitions strongly preferred
- Extensive knowledge of the local and national nonprofit communities, their challenges, trends, and opportunities to partner with corporate philanthropy
- Direct experience working with a board of directors is essential
- Management and supervisory experience strongly preferred

Qualifications:

- Ability to lead and effectively implement LiveWell Colorado's mission and vision
- Adept at listening; high emotional intelligence and ability to use different styles based on situational requirements
- Ability to develop strategies while also able to effectively execute tactical elements
- Flexibility and adaptability; comfort with the unknown
- Team player
- Ability to build trust quickly with diverse stakeholders
- Ethics, integrity and accountability
- Identifies and resolves problems in a timely and proactive manner; gathers and analyzes information skillfully; develops alternative solutions
- Dynamic thinker
- Ability to navigate complexity; and connect in ways that create synergy
- Savvy and mature; collaborative
- Committed to quality
- High energy and enthusiasm
- Professional and pleasant demeanor; sense of humor
- Strong writing skills and ability to vary writing style for different audiences
- Excellent verbal and presentation skills
- Commitment to customer service
- Ability to adapt to changes in work environment and can manage competing demands
- Ability to multi-task and deal with frequent change or unexpected events
- Honest, mature, loyal and dependable
- Expected to exemplify LiveWell Colorado's mission