



Position title:	Institutional Funding Manager
Reports to:	Director of Operations
Position type:	Full-time; 40 hours/week
Hours:	M-F 9:30 to 5:30; hours may vary with event activities and deadlines
Salary:	\$70,000
Benefits:	Health, Dental, and Vision Coverage (100% employer-paid premiums for employee); more than 4 weeks of PTO per year; 401k eligibility after six months of employment with employer match up to \$1000 per year; unlimited ORCA card; \$1,000 yearly for professional development
Term:	Permanent
Location:	Greater Seattle Area
Deadline:	Open until Filled; Priority Application Deadline January 31

People of color, LGBTQ-identified people, and individuals whose lived experience has been affected by drug use, homelessness/housing insecurity, incarceration, and/or viral hepatitis are strongly encouraged to apply.

WHO WE ARE:

The Hepatitis Education Project (HEP) is a Seattle-based 501(c)(3) nonprofit agency committed to improving the health of underserved communities disproportionately impacted by viral hepatitis and envisions a world where everybody has access to affordable, high-quality care to support all their health needs. Driven by the values and principles of social justice and harm reduction, our programs include Prevention and Outreach, Care Coordination, Correctional Health, and Policy and Advocacy. HEP manages two national groups: the National Viral Hepatitis Roundtable (NVHR) and National Hepatitis Corrections Network (NHCN).

POSITION DESCRIPTION:

HEP is seeking a full-time ***Institutional Funding Manager*** to manage the grant portfolio of HEP's various programs. This is a new position for HEP and will develop, revitalize, and implement a grants and institutional funding strategy. HEP currently has approximately 15 grants representing more than \$2,000,000 in grant funding. While this position will primarily be responsible for governmental grants, corporate giving, and foundational gifts, they may also support the execution of the individual giving strategy as responsibilities allow.

This position will supervise the *Data and Quality Coordinator* who manages HEP's databases, runs reports for internal and external reporting, and co-develops key performance indicators in collaboration with program staff. This position is a member of HEP's management team and contributes to organizational decision-making and operations.

The ideal candidate will be grounded in health equity and prepared to implement anti-racist principles and practices into their work. Further, they will have solid experience in implementing grant and fundraising strategies that amplify and support the work of mission-driven organizations. *This position is Seattle-based - with a mix of in-office and work-from-home.*

RESPONSIBILITIES INCLUDE:

- Partner with the Director of Operations and other leadership to develop comprehensive grants management protocols.
- Own the grants management process from grant-seeking to pre- and post-award while ensuring that grants processes are collaborative, transparent, and responsive to agency needs.

- Collaborate with the Sr. Administrative Services Managers on financial elements of grants including budgets, invoicing, spend-down, and reconciliation.
- Work with program teams to identify opportunities for funding for existing and emerging projects.
- Proactively seek funding opportunities for all program areas at HEP, including NVHR and NHCN.
- Ensure grants are developed through a lens of diversity, equity, and inclusion by incorporating a wide range of voices, especially those most impacted.
- Works with Communications Manager to produce and maintain fundraising materials for HEP's profile on various fundraising platforms.
- Finalize the implementation of AmpliFund as the grants management software for HEP.
- Produces reports for grant reporting, stakeholder and board meetings, and the leadership team.
- Coordinating meetings that engage managerial and non-managerial staff in the grants management process to ensure that deliverables are met, and accurate reports are submitted in a timely manner.
- Manage and document institutional funder relationships to ensure effective donor engagement and communication.
- Develop and execute strategies to increase engagement with funders, especially foundational and corporate giving entities.
- Supervise the Data and Quality Coordinator.

REQUIRED EXPERIENCE:

- At least 3-5 years' experience in health and social service non-profits, or other similar organizations, with 1-2 years' emphasis on developing and executing grants.
- Commitment to improving health equity and to implementing anti-racist principles and practices
- Demonstrated grant writing, or similar technical writing, expertise.
- Experience in leading staff in a team environment and exhibiting outstanding communication skills.
- Experience in analytics, specifically with standardizing grants and fundraising metrics, and the ability to learn new tools.

DESIRED EXPERIENCE:

- Experience with AmpliFund, or similar grants management platforms (Blackbaud, Foundant, Network for Good, etc.)
- Experience with EveryAction, or similar CRM software
- Experience working on drug user health and harm reduction topics; substantive knowledge of HEP's areas of work/similar areas – or deep desire and passion to learn
- Excellent strategic sense and ability to set strategy and manage projects
- Experience with program design, quality management, and/or evaluation
- Experience with copy-editing

To apply please send a resume and cover letter to resumes@hepeducation.org. Please put the position title in the subject line.

Resumes without a cover letter will not be considered.

All HEP staff are required to be fully vaccinated against COVID-19, seasonal flu, and available viral hepatitis vaccinations (or immunity). All new staff will be required to provide documentation or submit a substantiated exemption under applicable law before they begin work on-site at our Seattle office.