

Capacity Development and Grant Specialist

POSITION OVERVIEW

Salary: \$4,776 to \$6,096 monthly (\$57,323 to \$73,161 annually) plus benefits
(Chelan Douglas Health District Salary Matrix Line PP)

Hours: 40 hours/week (100% FTE), may include evening or weekend hours

Status: Regular, full-time, with benefits, union membership required

Starting Date: ASAP Closing Date: Open until Filled Work Location: In North Central Region

BACKGROUND

Through a five-year State Medicaid Transformation Project, The North Central Accountable Health Community (NCACH) is implementing 6 projects to address regional health priorities and improve care by providing high-quality, cost-effective care that treats the whole person and improves the well-being of the communities in Okanogan, Chelan, Douglas and Grant Counties. The work of the NCACH is funded by the Washington State Health Care Authority, the Medicaid payer in Washington State.

To this end, the NCACH activities include:

- Convening a broad array of stakeholders to share expertise and experience in improving health including public policy, financing and delivery system redesign across settings and communities.
- Fostering collaboration among stakeholders to improve health.
- Promoting the development and sharing of high quality data and applying data to improve the appropriate utilization of health services.
- Working with local communities to promote high-quality, systemic and sustained services.
- Promoting community engagement as a key component of health improvement.

As a central tenant of all six select Medicaid Transformation Projects, NCACH is incentivizing clinical-community linkages and strengthening the ability of providers and community organizations to support the population by addressing currently existing barriers to achieving one's full health potential. NCACH has identified transportation and housing as two of the biggest barriers to health within the North Central Accountable Community of Health. The Capacity Development and Grant Specialist position will focus on building capacity to help support ongoing initiatives and work in the community that contributes to whole person health.

Job Responsibilities

This job will be responsible for engaging and helping community organizations focused on transportation and housing in Chelan, Douglas, Grant, and Okanogan Counties obtain and capitalize on external funding. This individual may also engage with organizations outside of transportation and housing as necessary. Job duties include:

- Fostering engagement among community organizations, including providing resources, encouraging participation, facilitating connections, and maintaining regular communication.
- Tracking potential funding opportunities and proactively matching organizations to valuable grant opportunities

- Supporting organizations in applying for grants (i.e. mentoring partners in proposal writing, helping to synthesize relevant data, providing edits to proposals)
- Helping organizations prepare for effective implementation of projects
- Serving as a conduit for cross-organizational coordination and partnership (Including coordinating events and meetings)
- Mentoring organizations to build their in-house fundraising capabilities
- Identify advocacy opportunities for the NCACH by working to mobilize community members to respond to relevant policy or advocacy issues as they arise.
- Work with the Executive Director and other staff to strategize and implement outreach activities, including development and distribution of materials, handling media inquiries, and engaging others in dialogue and policy development.
- Independently monitor and oversee on-the-ground work of partners for the purposes of reporting how NCACH engagement has benefited the community.
- Prepare and manage budgets, and monitor funded activities, contracts and reporting.

REQUIREMENTS OF THE POSITION

The Capacity Development and Grant Specialist should have the following knowledge, skills, abilities, and qualifications:

- Successful experience with grants and/or contracts, including budgeting, monitoring and reporting (Preferably with Social Service Organizations).
- Strong analytic, research, critical thinking, writing, and presentation skills.
- Comfortable and articulate when speaking in public.
- Solid record of accomplishing challenging goals in highly professional work environment(s).
- Proven ability to work effectively with people from diverse backgrounds and at different professional levels to accomplish mutual goals.
- Ability to facilitate collaborative efforts of diverse organizations.
- Strong organizational skills and attention to detail and ability to promptly follow through on variety of tasks and logistics in a fast-paced environment.
- Master's degree in public policy, Public health, nonprofit management, or related field and three years of experience or Bachelor's degree in public policy, health, nonprofit management, or related field and six years of related experience.

TO APPLY OR FOR MORE INFORMATION

Submit a cover letter, writing samples, resume, and CDHD Application for Employment (available at <https://cdhd.wa.gov/careers/>)

via email or hard copy to:

John Schapman, NCACH Program Manager
 Chelan-Douglas Health District
 200 Valley Mall Parkway
 East Wenatchee, Washington 98802
John.Schapman@cdhd.wa.gov
 Office: 509-886-6435