



Job Code: 7946

Grade: 20

HCWR: N

Job Title

Grant Coordinator, Sponsored Programs

Department

Cook County Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Grant Coordinator is responsible for coordinating and overseeing the development of selected grant proposals; instructing staff and others regarding funding guidelines; facilitating program planning; developing evaluation designs and procedures; writing and editing all or portions of proposals for funding; reviewing and/or preparing budget narratives and summaries for grant proposals; coordinating review process for proposals; and reviewing and synthesizing information from many sources which relate to program development. Work requires a considerable knowledge of planning, program development, program evaluation, and grant writing. Excellent communication skills are required to coordinate efforts, mediate conflicts and develop effective networks with internal and external stakeholders. Exceptional skill in research, synthesis of information, writing and editing are needed to develop successful proposals for outside funds.

Typical Duties

- Provides guidance and support to staff regarding grant guidelines and procedures governing state, federal, and private grant proposal submissions and reviewer expectations.
- Leads proposal generation process including coordinating with key staff to produce and submit compelling high-quality proposals.
- Initiates ongoing communication with key staff to analyze funding needs, gaps and opportunities.
- Meets with staff to discuss priorities and securing funds to meet these needs. Informs staff of the process involved in obtaining funds and their concomitant obligations.
- Works with staff to form, conceptualize, write and review of major multidisciplinary proposals.
- Collects and synthesizes information about programs as needed to make strongest case for support.
- Works to obtain statistics/documentation and to develop proposals prior to submission to the funding source.
- Develops an understanding of program content to ensure integrity and quality of proposal writing.
- Establishes plans to logic models, monitoring and evaluation of data, and qualitative information into all proposals.
- Writes and edits a variety of comprehensive narrative and budgetary justifications for stylistic consistency according to a recognized and approved style, logic, and policy of funding organizations.
- Maintains continuity of writing style among different writers and throughout the material.
- Manages the development of multiple proposals, reports, and other projects simultaneously to meet firm deadlines.
- Creates templates and 'boilerplate' documents to support the proposal development



Typical Duties

infrastructure.

- Maintains a knowledge base consisting of project descriptions, research personnel academic biographies and professional profile documents.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university
- Four (4) years of professional experience in grant writing and proposal development
- Must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation

Preferred Qualifications

- Three (3) years of program evaluation experience
- Two (2) years of research experience
- Prior experience managing budgets

Knowledge, Skills, Abilities and Other Characteristics

- Proficient knowledge writing proposals to large corporate, foundation and government organizations.
- Extensive experience in health-related grant proposal writing.
- Extensive experience in programmatic and research grant experience within a hospital system.
- Understanding of technical and financial requirements for large grants.
- Demonstrated proficient writing, research, project management and organizational skills.
- Demonstrated proficiency crafting Letters of Intent, concept papers, proposals, and other materials with aptitude for creating budgets, designing logic models, work plan, and evaluations.
- Extensive experience participating in and leading work groups.
- Experience working with federal and/or state grants.
- Excellent verbal and written communication skills necessary to communicate with all levels of staff.
- Organizational and time management skills to coordinate projects and people, prioritize and track multiple projects simultaneously, and meet critical deadlines.
- Ability to learn quickly, ask thoughtful questions and synthesize information.
- Ability to establish, develop and maintain effective working relationships with internal staff and external stakeholders.
- Ability to successfully execute multiple, simultaneous projects on time with quality results.
- Ability to thrive in fast-paced environment and work collaboratively with staff.



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.