



GRANT AND COMPLIANCE MANAGER

Spokane, WA

About Empire Health Foundation

Empire Health Foundation, a 501(c)(3) nonprofit foundation, was founded in 2008 through the sale of Deaconess Hospital and Valley Medical Center. We believe health is a fundamental human right and boldly advance health equity in eastern Washington. Through a collaborative approach to philanthropy, we center community voice, knowledge, and experience in our actions. We prioritize deep relationships with our communities, confronting systems of poverty and racism, while pursuing innovative solutions to improve health and quality of life.

Our core values of community, integrity, trust, compassion, and unconditional love guide our work. We address equity by investing in sustainable systems change that results in healthier, more vibrant communities for all.

Empire Health Foundation now invites applications for a Grant and Compliance Manager to join its team.

Job Summary

The Grant and Compliance Manager role is a **Full-Time position**. This position supports the mission of Empire Health Foundation (EHF) by streamlining grant and contract transactions through all aspects in the grantmaking lifecycle including application, due diligence, approval, recording, knowledge management, and reporting. We strive to create straightforward and inclusive processes that support grantees and partners. The ideal candidate will be committed to apply equity as a process and an outcome of their work to foster high-quality relationships and work both externally and internally. As a member of the EHF Team, we engage in centering our work around the needs of the unique communities in the EHF seven counties and three Tribal Nation. We are committed to holding space for communities to imagine the lives they want together, connect to see and be seen in ways that change us, reflect communities' strength as they do their work, hold power responsible as communities rise up, and link moments of possibility with community action. With the privilege offered as team members of EHF, we listen deeply, build connections, work to transform barriers, lift up opportunities, and work to increase momentum in the communities towards true healing.

The Grant and Compliance Manager will have a broad knowledge of and experience in grant management and compliance aspects for non-profit organizations, including independent contracts and grant agreements. Experience with compliance and contracting with government agencies is a plus! The Grant and Compliance Manager will work across all of the Foundation's program areas to ensure our grantmaking practices comply with IRS and State regulations, our grantmaking data is reliable and consistent, and knowledge are collected and shared through grantmaking activities. Reporting to the Chief Financial Officer, the Grant and Compliance Manager will develop, initiate, maintain and revise policies and procedures for the general operation of grants management and contracting activities to provide high-quality and ethical service to staff, board, grantees, and other partner organizations.

Essential Job Functions

- Develop and implement a streamlined grant management system:
 - Establish and manage database to track grant and contract activities, reporting and deliverables.
 - Collaborate with Program Team, Finance Team and external parties to establish grantmaking practices that are in compliance with regulatory requirements, with emphasis on equity and innovative programming with communities.
 - Collaborate with the Chief Financial Officer, Program and Finance Team members to streamline sound grantmaking procedures encompassing all aspects of a grant lifecycle including application, due diligence, approval, recording, budget monitoring, and reporting.
 - Partner with Program Team to collect, organize, summarize, analyze, and disseminate knowledge and critical lessons learned from grantmaking activities.
- Serve as the liaison between Program Team and back-office compliance functions:
 - Partner with the Program Team members to monitor and track all grants and contracts to ensure that required laws, regulations, and established policies are followed as grants and contracts are reviewed, awarded, monitored, and closed.
 - Convene and partner with Program Team to integrate compliance expectations into grant applications, program delivery activities, outcomes, and reporting.
 - Lead and provide recommendations when contract requirements need to be adjusted, as well as process improvements for effective contract management.
 - Support and be a thought partner with Program Team in collecting and organizing documentation for RFP's, contract submission and reporting; support submission of Foundation information in accordance with contract procurement process and reporting requirements.
 - Troubleshoot incoming requests by providing advice and seek opportunities to foster peer-to-peer learning in efforts to mitigate risks.
- Serve as the advisor to leadership on non-profit compliance matters:
 - Keep abreast of non-profit compliance and risk matters.
 - Research and advise leadership on the organization's compliance with grant and contract-related laws and regulations.
 - Work with outside legal counsel on compliance processes; serve as a single point of contact to manage compliance consulting relationships at the Foundation.
 - Create and manage effective action plans in response to audit discoveries or compliance violations.
 - Perform other duties in assistance to achieve established departmental goals. Recommend new approaches and procedures to continually improve efficiency of the department and services performed.

Qualifications

- Minimum 3 years of related experience in non-profit environment or an industry supporting non-profit operating capacity, preferably in the State of Washington.
- Relevant experience in grant management and compliance, preferable with a bachelor's degree in law, business administration or relevant area of study.

Required Skills

- Knowledge and experience in grantmaking activities, including contracts and grant agreements.
- Knowledge of compliance risk issues with non-profit organizations, including private foundations and 501(c)(4) social welfare organizations.
- Strong ability in using technology and MS office suite, highly preferable with experience in grants management system (e.g., SmartSimple, Blackbaud, Fluxx, etc.)
- Demonstrated high level of ethics, integrity, and confidentiality.
- Ability to prioritize, manage and follow up on multiple priorities and action items independently while meeting deadlines.
- Accuracy and attention to detail.
- Strong verbal, non-verbal and written communication skills combined with the ability to listen deeply and authentically.
- Ability to demonstrate empathy and compassion when working with partners and colleagues.
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role.
- Demonstrated capacity for self-reflection.
- Demonstrated success collaborating with Black, Indigenous, LatinX and other People of Color, Tribes, LGBTQIA2S+ and rural disadvantaged communities.
- An understanding of the foundational role that racism, ableism, sexism and other forms of bias and oppression play in perpetuating inequity.

Starting Salary

\$69,500 - \$81,000

To Apply

Candidates may submit their cover letter and resume to Rebecca Johnston at rebeccaj@empirehealthfoundation.org.

The Foundation serves a diverse community and encourages applications from qualified individuals who reflect the growing diversity that enriches Spokane and the surrounding counties.

Empire Health Foundation is an EEO employer.