

Community Grants Specialist

JOB SUMMARY:

The Community Grants Specialist is responsible for supporting Health Net's Community Investments team and its overall grant making process. The position assists with planning, organizing and coordinating the grant work for the department Director, the community investment team, and the Advisory Committee. This position requires close coordination and effective communication with the department Director and Community Grants Managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Demonstrates regular, reliable and predictable attendance.

Supports the planning and implementation of a comprehensive Community Investments program.

Provides assistance to program staff; handling functions such as responding to inquiries on community grants, composing correspondences, and maintaining program files and documentation.

Assists the department Director with grants related coordination, review, communication, administration, research and other grant-making priorities.

Serves as a clearinghouse for all community grant applications/proposals, grantees, and grants funded.

Develops and maintains a community grants tracking system and prepares reports and meeting materials.

Adheres to all company policies and procedures, and government regulations.

Perform other duties as assigned.

EDUCATION/EXPERIENCE/MINIMUM REQUIREMENTS:

- **Education:**

Bachelor's degree in marketing, public policy, healthcare administration or related field required

- **Experience:**

Minimum three years experience in managed care or health related field, nonprofit and/or philanthropic, legislative, political and/or public policy arena

Experience working with community-based organizations, chambers and/or trade associations, elected officials, or foundations/philanthropic organization preferred

Experience working with the uninsured, under-insured and diverse populations (culturally and linguistically) preferred

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- **Knowledge, Skills & Abilities:**

Knowledge of the health care industry, managed care, government programs, and/or corporate and philanthropic grantmaking

Knowledge of major trends and developments affecting the industry and Health Net

Knowledge of federal, state, and local government operations

Excellent communication (both verbal and written) and interpersonal skills required.

Proven ability to work both independently and as a team member across functions and business lines, to multitask and respond professionally in challenging situations is essential.

Strong attention to detail; strong analytical and organizational skills

Flexibility and adaptability to potential changes in organizational roles and responsibilities

Personal computer skills, including proficiency with Microsoft Office Word, Excel, PowerPoint, internet and email

Ability to do some travel and assist with on-site and off-site meetings

Ability to work a flexible schedule including evenings, weekends, and/or holidays

May be required to lift up to 25 pounds

WORK CONDITIONS:

The following section describes the general physical requirements for this position. Please note that 'constant' refers to more than 81% of time; 'significant' refers to 40-80%; and 'moderate' refers to 20-40% of the time.

Operates personal computers, printers, facsimile, telephones, copy machines and other commonly used office accessories/equipment.

Exposed to confidential information and expected to maintain confidentiality at all times; must adhere to HIPAA rules and regulations.

May be required to work outside of normally scheduled hours as mandated by the client, project and/or workload (e.g. evenings, weekends, and/or holidays).

May be required to maintain established work pace, meet deadlines; may have last minute urgent requests.

Physical activity may include: twisting, reaching, kneeling, bending, stooping, squatting, crawling, grasping, grabbing, pushing, pulling, repetitive motion, climbing, etc.

Required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

Required to have hearing ability to receive detailed information through oral communication.

Required to have speaking ability to express or exchange ideas.

Constant concentration may be required on various subjects by listening, reading and thinking clearly.

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Interaction with others may be required. May need to listen, think, and speak in order to interact with others. Business interactions and behavior between coworkers and/or external customers are required. This may require face-to-face or telephone interactions.

Thinking at work may include listening, learning, analyzing, evaluating, and the ability to interpret what is seen and/or heard, or to link information from one issue to the next.

Constant computer usage including typing and/or eye strain.

Constant repetitive arm, wrist, hand and finger motions -- making repetitive movements (e.g. key boarding, filing, data entry).

Significant phone usage; headsets may be required.

Moderate use of other equipment including banners and signs.

Significant travel may be required between work sites and/or out of area.

Significant lifting may be required. May need to lift, carry and/or move equipment/supplies weighing up to **25** pounds, always using safe lifting techniques.

Significant amount of time spent working in a loud office environment with frequent interruptions/distractions.

Significant sedentary work (desk bound or seated).

Significant reading is required via computer screen and/or bound printed materials.

Significant walking/standing may be required. Walking and/or transporting supplies and equipment between buildings/parking lots and structures may be required.

OR

Any combination of academic education, professional training or work experience, which demonstrates the ability to perform the duties of the position.

Effective Date: 07/09/16_c

Revised Date:

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