

Manager Community Grants***JOB SUMMARY:***

The Manager, Community Grants will work closely with the Director of Public Affairs on the development of Health Net's community grants programs. The position is responsible for implementation, oversight and daily management and operationalization of Health Net's community investment efforts for an assigned region. This position requires close coordination and effective communication with the department Director, key business and functional leaders, and the Community Grants Program Advisory Committee to meet business objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Executes and monitors a comprehensive community grants strategy specific to geographic regions, funding priorities, and/or other needs as identified to ensure the successful start-up and establishment of the Community Investment program.

Identifies strategic grant-making opportunities in regional portfolio in alignment with Company's business objectives and priorities of the Community Investment program.

Develops an annual work plan for community grants that will achieve the goals of the Company's five-year community investment plan and state regulatory requirements.

Oversees all stages of grant-making in the regional portfolio including solicitation, due diligence, and evaluation of funding proposals. Makes funding recommendations to the Director and the Advisory Committee in accordance with the Company's priorities and state regulatory requirements.

Manages the regional portfolio of grants in accordance with the annual work plan and budget. Monitors community grants, ensures proper and timely disbursement of grant funds and tracks grant expenditures.

Analyzes community grantee performance and produces evaluation reports for submission to the Director, executive management, the Advisory Committee, and state regulators.

Supervises the Grants Specialist and provides day-to-day guidance on assignments and tasks.

Will be required to travel and attend meetings, conduct site visits, liaise with grantees, and represent the company to key stakeholders.

Interfaces with internal departments and employees to ensure alignment and consistency in achieving company goals and initiatives in a compliant manner.

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

Performs other duties as assigned.

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Job Code: F13500

EDUCATION/EXPERIENCE/MINIMUM REQUIREMENTS:

- **Education:**

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

- **Experience:**

5 to 7 years of experience working within a highly matrixed, regulated environment with superior project management including planning, project execution, and evaluation

Minimum three years of supervisory experience

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

Experience working with senior management, governmental and regulatory agencies, provider groups, community-based organizations, and/or foundations/philanthropic organizations preferred

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

Demonstrated portfolio of relationships with business, community healthcare, nonprofit and/or philanthropic sector, and diverse communities of assigned region

- **Knowledge, Skills & Abilities:**

Strong understanding of local healthcare communities with an emphasis on assigned region

Ability to be nimble and thrive in a highly dynamic environment and embrace start-up projects from concept to completion

Must be able to translate plans/policies into specific goals, tactics, action plans and deliverables

Excellent problem solving, conceptual thinking, quantitative and analytical skills

Knowledge of the health care industry, government programs and managed care

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

Knowledge of federal, state, and local government operations

Appreciation for cultural diversity and sensitivity to the needs of geographic and multicultural populations

Ability to work independently and be a team player working collaboratively across functions and business lines

Ability to anticipate, analyze and develop recommendations and/or solutions for situations requiring collaboration, negotiation or conflict resolution on projects and partnerships involving internal and external stakeholders

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

Public speaking and presentation skills

Organizational and time management skills

Written and verbal communication skills

Ability to travel up to 50% or as needed

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

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.

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.

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Moderate use of other equipment including banners and signs.

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

Significant amount of time spent working in an 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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