



Communities coming together to improve health

OCHIN recognizes that people do their best work and are most satisfied when working in a healthy work environment. OCHIN seeks to nurture a healthy and productive work atmosphere that supports current members of the team and one that is eager to welcome and adapt to new members as they are added. The following values have been identified as essential characteristics and behaviors of OCHIN's work environment. They establish a framework for employee and organizational expectations about what it means to work at OCHIN. OCHIN's core values become **Respect- Excellence- Adaptability- Listening- Innovation- Teamwork- Integrity REALITI**

Role Name: Grants Administrator

Department: Finance Department

Reports to: Quality Improvement Director

Pay Range: Undetermined

Depending Upon Experience and Level of Responsibility

Type of position:

Full-time

Part-time

Contractor

Intern

Hours 40/week

Exempt

Nonexempt

General Description:

This position reports to OCHIN's CFO and will assist the Director of Grants and OCHIN principal investigators to support all grant management and reporting functions for complex federal grants awarded in support of OCHIN's health information technology and practice-based research projects. The position will also support monitoring and tracking of all programmatic grant deliverables as required to ensure OCHIN effectively communicates all grant related performance to current and prospective government agencies and other funders and remains in compliance with the grant contract requirements. Work will involve substantial tasks to support OCHIN program directors working to meet specific deliverables and milestones, to communicate grant progress and issues to OCHIN leadership, and to coordinate all grant management and reporting functions as required by various federal and state regulations and the funding agencies. Compiling the necessary information required for reporting will require interaction with OCHIN staff and consultants as required to develop and maintain up-to-date and sufficiently detailed work plans and budgets for all grant-funded projects. A strong emphasis will be placed on managing a large and complex multi-year grant awards that will help OCHIN stay at the cutting edge of health IT adoption and "meaningful use." The position will be responsible for all funding agency, American Recovery and Reinvestment Act (ARRA), and other routine financial reports.

Responsibilities:

Specific tasks include:

- o Support CFO and Director of Grants as primary information source for status of all grant related activity
- o Provide support to OCHIN staff managing government and foundation grants
- o Support development and maintenance of detailed work plans and budgets for grant management and post award reporting purposes
- o Coordinate with QI director regarding benchmark data and performance period reporting schedules
- o Provide regular analysis of grant performance to OCHIN leadership
- o Participate in scheduled program meetings with funding agencies as required
- o Participate in a team environment to prepare all grant reports for internal and external reporting purposes
- o Participate in the creation of budgets and applications for new projects
- o Develop relationships and support partner organizations participating on a joint project
- o Provide ad hoc reports and analysis as needed
- o Provide timely information to funding agencies via online reporting tools
- o Other duties as assigned

Education Requirements:

- o Experience managing federal grants, with emphasis on project management/tracking and reporting in a multi-grant environment
- o Knowledge of federal circulars and regulations governing non-profit expenditures and grants management

- Proficient with federal grant management application and reporting tools

Required Job Skills:

- Ability to communicate effectively orally and in writing
- Ability to work with both program and accounting staff
- Ability to independently learn and effectively use government information systems common for grant submission (e.g., grants.gov), federal reporting (e.g., federalreporting.gov) and funding agency grants management (e.g., HRSA's Electronic Handbook, NIH eCommons, etc.)
- Ability to multi-task and maintain productive workload in a demanding growth industry
- Proficient in Microsoft Excel and Word
- Have a minimum of three years accounting experience in a non-profit environment

Cultural Competencies:

- Results – oriented team player, collaborator and relationship builder whose can-do attitude inspires others; encourages great performance in a fast-moving environment.
- Thrives in a changing environment and is excited by the chance to play a large role.
- Possess strong communication skills, enjoys working with customers and our members and able to effectively execute.
- We love people who are passionate about changing healthcare through the use of information technology.
- Embraces the ideas of others.
- Focuses on the ownership of outcomes for all members and cross functional teams while connecting all aspects of the business.
- Works with a minimum of supervision and be capable of strategically prioritizing multiple tasks in a proactive manner.