



POSITION DESCRIPTION

TITLE	Program Manager, Grants
FTE/CLASSIFICATION	1.0 FTE/Exempt
REPORTS TO	Vice President of Programs
SUPERVISES OTHERS	No
COMPENSATION	\$54,000 to \$66,000 plus benefits
EDUCATION	Bachelor's degree in public health, nutrition, kinesiology, social work, active communities, evaluation, communication, or related field of study. Advanced degree preferred.
DESCRIPTION	The Program Manager, Grants plans and manages health initiatives for community-based programming and state-wide support projects. This role effectively coordinates project plans and resources to deliver a portfolio of projects that advance food systems, nutrition, physical activity, and community engagement.
LOCATION	Lansing, MI

ESSENTIAL FUNCTIONS

- Establishes project scope, objectives, timeline, resources, and assignments along with deliverables based on the project portfolio.
- Executes project plans and requirements to meet established deadlines.
- Collaborates with internal teams and external contractors for analytical assessments, project development and implementation, and reporting outcomes.
- Contributes to developing technical assistance paradigms for assigned programs and projects within field of content expertise.
- Builds and maintains relationships with partner organizations to support local project goals.
- Documents the full life cycle of projects, including updates and lessons learned, and ensures final deliverables.
- Addresses questions and anticipates, identifies, and removes roadblocks throughout the project.
- Collaborates with partners to enhance and identify successful program engagement outcomes.
- Ensures program compliance aligned with grant program and funding requirements.
- Supports and delivers training to customers and subcontractors on questions regarding the program's deliverables for quality, maintenance, and distribution purposes.
- Participates in evaluation, assessment, and communication activities for grant programs and projects.
- Refines processes, procedures, and resources for future projects.
- Participates in publication development, grant proposal writing, and other projects.



- Participates in training opportunities to build knowledge and skills to advance community-based programming and state-wide support projects.
- Conducts site visits, in-person or virtual, as part of grant program compliance.
- Performs other duties and responsibilities as required or assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in public health, nutrition, kinesiology, social work, active communities, evaluation, communication, or related field of study.
- Advanced degree preferred.
- Content expertise in nutrition, food systems, physical activity, and/or active communities preferred.
- Registered Dietitian (RD or RDN) strongly preferred.
- Three or more years of experience in managing portfolio of projects with increased responsibility and complexity.
- Public health-related experience preferred.

KNOWLEDGE/SKILLS/ABILITIES

- Ability to apply knowledge of the factors that impact health outcomes focused on nutrition, food systems, physical activity, and/or active living.
- Ability to apply principles of equity and community engagement to community-based initiatives.
- Demonstrated understanding of how to apply policy, systems, and environmental change strategies at local and regional levels.
- Demonstrated effective facilitation skills and ability to navigate conflicting agendas.
- Demonstrated initiative to assess requirements, identify plans, lead project implementation from start to finish with target deadlines.
- Ability to implement community-based initiatives in the public health realm.
- Ability to understand program and grant guidelines to administer programs.
- Ability to collaborate with internal customers, external customers, and vendors.
- Knowledge of evaluation processes, data analysis, and reporting.
- Demonstrated analytical thinking with attention to detail.
- Strong written and verbal communication skills.
- Strong skills in Microsoft Office: Word, Excel, PowerPoint, and Outlook.
- Ability to use and set-up virtual meeting systems.
- Ability to exercise a high degree of confidentiality and independent judgment.
- Demonstrated integrity and professionalism.



PHYSICAL REQUIREMENTS

- Talking – expressing or exchanging ideas by means of the spoken word to impart oral information to others accurately (1-2 hours daily).
- Hearing – perceiving the nature of sound by the ear (1-2 hours daily).
- Sitting – remain in a seated position (6-8 hours daily).
- Standing – remaining on one's feet in an upright position at a workstation without moving about (1-2 hours daily).
- Lifting – raising or lowering an object under 50 lbs. from one position to another (infrequently).
- Office Environment – general office work environment (6-8 hours daily).
- Travel – driving throughout Michigan with a valid driver's license with potential weekend and overnight stays (up to 50% annually).
- Walking – moving on one's feet for up to 2 miles (up to 5% annually).
- Riding a bike – remaining seated on a bike and pedaling for up to two miles (up to 5% annually).
- Outside Environment – ability to be outside in heat/cold, wet/humid, and dry/arid conditions (up to 5% annually).

BENEFITS AND WORKLIFE BALANCE

- Paid time off starting at four weeks for a calendar year, pro-rated based on start date.
- Fourteen paid holidays and a paid winter break office closure in late December.
- Flexible hybrid work schedule.
- Provision of up-to-date technology and support.
- Parental leave policy and infant-at-work program in addition to bereavement, military, and jury/witness duty leaves.
- Group health plan, including medical, dental and vision, as well as options for flexible spending accounts or health savings accounts.
- Annual wellness benefit reimbursement to support staff in engaging in a physically active, healthy lifestyle inside and outside of work.
- 401k plan with 5% employer contribution and additional match up to 3%.
- Employee assistance program with free professional support for a variety of life's challenges.

OTHER INFORMATION

- Must be able to attend periodic in-state and out of state, multi-day trainings and conferences with reasonable accommodation.
- Must be able to constantly operate standard office machines, and constantly communicate with internal staff as well as external partners remotely.
- Must be able to frequently remain in a stationary position as well as move about in the course of general duties.



- Must be authorized to work in the U.S.
- Will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
- Have a valid driver's license and be able to provide proof of current, valid auto insurance (preferred but not required).
- All staff will be expected to follow mandated safety protocols to protect against COVID-19 transmission.

HOW TO APPLY

Email your cover letter, resume, and writing sample to Kendra Keyes at kkeyes@michiganfitness.org by December 30, 2023, or until a suitable candidate is identified. Include *Program Manager, Grants* in the subject line.

Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. Michigan Fitness Foundation reserves the right to modify the duties or position description at any time.

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