



POSITION OPENING: GRANT MANAGER

September 18, 2017

POSITION PURPOSE:

The Grant Manager contributes to the fulfillment of the WELLCOM Mission and Vision by managing the implementation of grant deliverables focused on healthy lifestyles, policy, systems and environment strategies for businesses.

ENVIRONMENT:

WELLCOM is a 501(c)3 not-for-profit organization. The mission/vision of the organization is to partner with employers to deliver wellness programs that impact employee wellbeing and wellness, strengthen the culture and drive business results.

NATURE AND SCOPE:

The Grant Manager reports to the Vice President of WELLCOM, and assists in the implementation of grant deliverables, managing grant budgets and quarterly reports to the grant funder.

PRINCIPAL ACCOUNTABILITIES:

- Responsible for managing all grant duties outlined in the work plan to ensure all deliverables have been met
- Oversees the grant budget and all fiscal management
- Collaborates and communicates with the funding partners to implement deliverables and report progress
- Manages the Grant Coordinator to assist with the implementation of grant deliverables
- Works closely with member and non-member organizations to engage them in the WELLCOM grant program
- Assists with the planning and implementation of WELLCOM events
- Works closely and reports to the Vice President
- Works closely with the President to provide monthly updates to the Board of Directors

DISCLOSURE STATEMENT:

The above statements reflect the general details considered necessary to describe the essential functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

QUALIFICATIONS:**Experience**

One-two years' experience in workforce health and wellness programming in a corporate setting and/or public health. Previous grant work desired.

Education/Licensure

Bachelor's degree required, Master's degree preferred. Emphasis in worksite health promotion/management, corporate wellness, workforce health, community health education, public health, or related field.

Knowledge/Skills/Abilities

Demonstrated skills in the planning, facilitation and the evaluation of workforce health and wellness programs specific to physical activity and nutrition. Knowledge of grant funded processes. Strong written and verbal communication skills; good presentation skills to large and small groups. Knowledge of Microsoft Office software. The incumbent must be able to demonstrate the philosophy and values of WELLCOM; develop a positive working relationship with others; communicate well both orally and in writing to many different types of groups; develop strategic and operational plans; work in a highly collaborative and participative manner; influence people in their beliefs and ideas in order to gain consensus in many complex situations; and function effectively in an environment requiring high levels of diplomacy and sound judgement.

WORKING CONDITIONS:

Normal office environment. Routine periods of sitting, walking and standing required. Frequent travel throughout the Omaha area. Nonsmoker.

BENEFITS:

Positive, flexible workplace culture is provided and personal wellbeing activities is supported and encouraged.

HOURS/PAY:

Approximately 20 hours per week. Pay commensurate with education and experience. Minimum: \$25.00/hour (\$29.22/hour)

DURATION:

Grant is guaranteed through September 29, 2018. Additional funding is possible beyond the grant timeline.

START DATE:

October 1, 2017 preferred

*To apply, please send cover letter and resume to Rebecca Vinton, President and CEO, rvinton@elevatingwellness.org no later than September 22, 2017.