

West End Health Foundation

Foundation Manager Job Description

December 28, 2020

The West End Health Foundation (WEHF) is a conversion 501 c 3 foundation that was founded on July 1, 2013 following Bell Hospital's agreement to its purchase by LifePoint Hospital. The West End Health Foundation's office is in Ishpeming, Michigan. The West End Health Foundation's mission is ***Advancing health and wellness in the West End Community.***

The Foundation Manager is employed by the WEHF Board of Directors and reports to the four-member Executive Committee of the Board of Directors.

General Responsibilities and Activities

The Foundation Manager provides ongoing support to the WEHF Board of Directors, writes grants to augment the Foundation's grant-making capacity, is responsible for office operations and represents the WEHF on a local and regional level. In addition, the Foundation Manager promotes the WEHF and helps to increase awareness of the Foundation's special events, grant cycles and sponsorship opportunities throughout the year.

Compensation

\$20 per hour for 20-25 hours per week
Eight Paid Holidays

Requirements

Bachelor's Degree in communications, public relations, marketing, public administration, or public health, related field or equivalent experience.

1 to 3 years' experience in a customer relations, marketing/public relations, public administration, or public health related field.

Demonstrated experience in grant writing, administration, and evaluation.

Core Competencies

Strong organizational skills and attention to detail.

Outstanding customer service and written and oral communication skills.

Ability to work internally and externally with others to further the WEHF and to develop professional relationships with funders, grantees, community partners and foundations.

Ability to prioritize and accurately complete work in a timely manner.

Proficiency with computers and various software applications-including Word, Excel, QuickBooks, PowerPoint, WordPress, and social media platforms.

Willingness to learn how to serve as administrator of the WEHF Zengine online grant management system.

Ability to make maintain confidentiality regarding all aspects of the WEHF.

Grants and Sponsorships Responsibilities

Responsible for identifying, applying, writing and managing grants from other foundations to support the mission of the WEHF.

Under the direction of the WEHF Grants Committee and Board of Directors develop and oversee the WEHF Grants calendar and application process.

Assure all grant protocols, procedures and applications are handled in accordance with WEHF policies and procedures and maintain confidentiality during the grant process.

Coordinate grant review process with the WEHF Grants Committee and Board of Directors.

Provide administration and oversight of the WizeHive and Zengine online grant management system including but not limited to editing application and reporting forms, attending training sessions, and recommending changes and improvements.

Promote the WEHF grant cycles, solicit applications, provide grant cycle training, and publicize grants that have been awarded.

Assure that timely reporting and evaluation is completed.

Community Relations and Promotion Responsibilities

Maintain the WEHF website and social media accounts with the direction of the WEHF Community Relations Committee and in accordance with the WEHF Strategic Plan and Annual Communications and Promotions Calendar.

Maintain an active presence on a state, regional and local level, especially in the West End of Marquette County.

Enhance professional growth and development by participating in relevant educational programs, workshops, and professional conferences.

Strengthen relationships and partnerships to promote the WEHF in a positive manner. Serve on committees and enter into partnerships with professional organizations that align with the WEHF's mission.

Assist with the organizing, scheduling, programming, photography, invitations, and public announcements for all WEHF special events, including but not limited to Grant Award Ceremonies, fund raising events, workshops, etc.

Working with the WEHF Community Relations Committee to prepare print, online and social media materials.

Board Support

Under the direction of the WEHF Executive Committee develop the Board's annual calendar, meeting agendas, Board member documents and documents review schedule.

Schedule Board and committee meetings, prepare calendar invites, and take notes and/or prepare minutes as needed.

Prepares draft correspondence, documents, policies, etc. for effective operation of the WEHF.

Financial Accountability Responsibilities

Work with WEHF Treasurer and financial services personnel to maintain accurate financial records.

Use QuickBooks to write checks for vendors, grants, sponsorships, etc.

Make all deposits and payments in a timely manner.

Prepare financial reports and budget updates as needed.

Assist the Finance Committee in scheduling meetings, preparing budgets and working with financial advisors and tax preparers.

Administrative Responsibilities

Maintain regular office hours 20-25 hours per week.

Interact with all WEHF office visitors in a welcoming and efficient manner and provide excellent customer service. Provide information to those inquiring about the WEHF and its programs.

Regularly check WEHF P.O. Box and appropriately handle all foundation mail.

Secure necessary supplies, equipment, and services for the effective and efficient operation of the WEHF office.

Maintain all WEHF records, office files, GDrive and other organizational systems used by the WEHF.

Assist with the securing of sponsors, participants and prizes for special events-including raffle license application.

Physical Demands and Work Environment

The majority of the workday is spent in a single-employee office environment in a location shared by several organizations. The office environment is indoors and climate controlled. This is a position that requires attendance and duties at a variety of events and meetings. Travel is generally not required beyond Marquette County but participation in regional and state conferences, committees and professional development may require in-state travel. Communication methods are varied but are primarily made via telephone, email, and in-person.

To apply please send resume, cover letter and three references to wmchfmanager@gmail.com by January 22, 2021.