**WellPartners of the Midlands**

**Operations and Grant Manager**

**Date established: 2/5/2024**

**Last Revised: 7/9/2024**

**Position Title:**  **Operations and Grant Manager**

**Department:**  **Dental and Vison Clinic**

**Supervisor:**  **Senior Director of Operations**

**Position Status:**  **Full-Time, Subject to a Mid-Year and Annual Review**

**Job Classification:**  **Exempt**

In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is not eligible for overtime. Some evening and weekend hours may be required.

**POSITION SUMMARY**

For more than 60 years, [WellPartners](http://www.wellpartners.org) has created stronger, healthier, and more prosperous families and communities by offering free dental and vision health services through preventive and restorative dental and vision care to uninsured children and adults in the Midlands. WellPartners has three physical locations, to include three dental clinics and one vision clinic, and are seeking a full-time Operations and Grant Manager to oversee dental and vision health services. This position will mainly be at our Richland clinic, located in the Richland County Health Department but will float to other sites frequently.

Under the direction and supervision of the Senior Director of Operations, the Operations and Grants Manager will manage the three dental clinics and one vision clinic to include grant development and management, program research, budgeting/accounting support, management of databases, and daily operation of clinic activities including compliance with state and federal regulations.

The Operations and Grant Manager is a member of a team of committed staff working together to provide exceptional dental and vision care to the uninsured and underinsured in the Midlands. The Operations and Grant Manager is responsible for researching, preparing, submitting, and managing grant proposals/reports that support agency goals and meet funder guidelines and criteria. This person serves as the primary grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on outcome measurement. The Operations and Grants Manager is responsible for the management of personnel records, financial, administrative, housekeeping, maintenance; and purchasing functions. Flexibility, initiative, and a pleasant attitude are perquisites and the ability to build and maintain a strong working relationship as part of the clinic’s leadership team.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

**Grant Management (Approximately 70% of time)**

* Develop grant proposals to provide resources for operations and equipment and create reports as requested for all grants received.
* Drafting proposals/letters of intent, grant application narratives, and budgets and collaborate to finalize with program staff, finance, and the Senior Director of Operations.
* Submitting grant applications via paper or online portals, and maintain list of passwords.
* Maintaining annual calendar of grants and prospects and all associated files and correspondence.
* Maintaining library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.
* Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
  + Monitoring and maintaining funder and investor reporting schedules and requirements.
  + Tracking progress toward organizational and programmatic outcomes and goals.
  + Requesting reimbursements and drawdowns as needed.
  + Drafting compelling progress reports and targeted program updates to funders that fully capture programmatic success.
  + Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.; submit reports to funders and investors.

**Operations & Programs (Approximately 30% of time)**

* In coordination with Clinic Leads, support limited daily clinic operations including personnel, financial, administrative, housekeeping, maintenance and purchasing functions, as well as supervise and manage the patient flow.
* Develop and implement a plan that includes achievable goals, objectives, and growth plans for the clinics.
* Maintain current knowledge about community needs, trends, and programs around the dental and vision care, with the Dental Director, Vision Director, Senior Director of Operations, other staff, and volunteers, and to develop appropriate programs to meet needs.
* Participate in marketing events of the clinics programs as required and represent the dental and vision clinics as requested in organizations and associations.
* Ensure compliance with policies and procedures of WellPartners Dental and Eye Health local, state and federal entities including Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPPA).
* Manage annual operating budget responsibly. Advise management of trends and developing needs of the clinics.
* Perform other duties as requested.

**REQUIRED & PREFERRED QUALIFICATIONS**

**Required**

* Bachelor’s degree or relevant education and previous experience working with the public in a service environment.
* Attention to detail, analytical, problem-solving abilities and proficient in Microsoft Office software.
* Two (2) years minimum of customer service experience.
* Must demonstrate informed sensitivity and respond effectively and appropriately through strong leadership skills, including solid project management skills.
* Capable of managing multiple projects concurrently and multiple team members concurrently
* Effective communication (oral, written, listening), organization, prioritization, multi-task, to accept new challenges, and exceed personal and professional targets in changing business landscape.
* Experience hiring, developing, and maintaining employees as well as keeping the employees motivated.
* Ability to learn and manage the clinics’ electronic health record systems.
* Ability to demonstrate a credible and trustworthy presence through professionalism, demeanor, and broad technical knowledge and to uphold high standards.

**Preferred**

* Non-profit or public health management or experience is a plus.
* Knowledge of Eagle Soft Dental software and/or Revolution EHR, bilingual and/or fluent in Spanish a plus.

**PHYSICAL REQUIREMENTS**

* The physical demands include standing, sitting, walking, lifting, carrying, reaching, kneeling, crouching, and bending.

**SUPERVISOR AND/OR CONTACT INFORMATION**

Michelle McCauley Blackmon, MBA

Senior Director of Operations

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Qualified and interested candidates should apply at [applicant@uway.org](mailto:applicant@uway.org).