Grants Administrator

HealthForce Partners California is seeking an experienced Grants Administrator to lead the organization's grant development process from opportunity identification through submission and award transition.

This position will take a proactive approach to building and managing a strong pipeline of public, private and philanthropic funding opportunities that align with HealthForce Partners' mission, programs and strategic priorities. The ideal candidate is both a strong writer and an effective project manager who can independently drive complex grant applications, coordinate input from multiple stakeholders and keep submissions moving against firm deadlines.

The Grants Administrator will work across the organization to translate program concepts, workforce needs and organizational priorities into compelling, competitive funding proposals.

Primary Responsibilities

Grant Research & Pipeline Development

- Proactively research and identify grant opportunities from foundations, corporations, government agencies and other public and private funding sources.
- Evaluate potential opportunities for strategic fit, eligibility, competitiveness, funding level, organizational capacity and required partnerships.
- Maintain a forward-looking pipeline and calendar of prospective funding opportunities, application deadlines, renewals and other key milestones.
- Monitor emerging funding opportunities related to healthcare workforce development, education, career pathways, economic mobility, workforce development and related areas.
- Present promising opportunities to leadership with clear recommendations regarding requirements, timing and organizational fit.



Proposal Development & Grant Writing

- Lead the development of grant applications from initial opportunity assessment through final submission.
- Interpret RFPs, NOFOs and other funding guidelines and translate requirements into clear internal work plans and deadlines.
- Develop compelling proposals, letters of inquiry, concept papers, narratives and supporting materials that effectively communicate HealthForce Partners' programs, outcomes and impact.
- Tailor proposals to individual funder priorities while maintaining consistency with HFP's mission, strategy and organizational voice.
- Develop and maintain reusable organizational content, data, program descriptions and supporting materials to improve the efficiency and consistency of future applications.

Internal Coordination & Project Management

- Serve as the primary project manager for grant applications, establishing timelines, assigning information needs and ensuring all components are completed on schedule.
- Take the lead on gathering required information from program, finance, leadership and other internal stakeholders rather than relying on teams to independently assemble application materials.
- Coordinate development of grant budgets, staffing plans, program metrics, implementation timelines, letters of support and required attachments.
- Identify missing information early and work with appropriate team members to develop or obtain what is needed.
- Facilitate internal review and approval of applications prior to submission.
- Maintain organized records of proposals, supporting documentation, funder correspondence and final submissions.

Award Transition & Grant Management

- Support the transition of successful proposals from application to implementation by ensuring program, finance and operations teams understand grant commitments, deliverables, budgets and reporting requirements.
- Maintain a centralized calendar of grant deliverables, reporting deadlines, renewals and other compliance requirements.
- Coordinate with program and finance staff to gather information needed for funder reports and renewal applications.
- Support preparation and submission of interim and final grant reports.

- Track grant outcomes, funding history and proposal results to help strengthen future applications.
- Maintain relationships and communications with funders as appropriate.

Qualifications

- Demonstrated experience successfully writing and managing grants for nonprofit organizations, public agencies, educational institutions or similarly complex organizations.
- Strong experience managing the full grant development lifecycle, including prospect research, proposal development, internal coordination and submission.
- Exceptional writing, editing and storytelling skills with the ability to translate complex programs and concepts into clear, persuasive proposals.
- Strong project management skills and demonstrated ability to manage multiple applications, stakeholders and deadlines simultaneously.
- Ability to independently interpret detailed funding requirements and determine the information and documentation necessary for a complete submission.
- Experience developing or coordinating grant budgets and working collaboratively with finance and program teams.
- Highly organized, detail-oriented and comfortable taking ownership of projects from beginning to end.
- Strong interpersonal skills and the ability to obtain information efficiently from busy executives, program leaders and external partners.
- Ability to work independently while collaborating effectively across a growing organization.

Preferred Experience

Experience in one or more of the following areas is highly desirable:

- Healthcare or healthcare workforce development
- Workforce development and career pathways
- Higher education or K-12 education
- Public-sector or government grants
- California state funding opportunities
- Regional economic or workforce development
- Foundation and philanthropic funding
- Multi-partner or collaborative grant applications

Salary Range
$75,000-$85,000 per year, with opportunities for future growth should resources allow. This is a full-time, exempt, benefitted opportunity.

Work Environment
This is a full-time, exempt position requiring occasional evening and weekend hours as needed. Hybrid role with opportunities to work in an office setting as well as remotely. Regular participation in meetings and events in various locations within the region served and occasionally outside the immediate area, as well as via Zoom and/or Microsoft Teams. Selected candidate **must reside** within the Northern San Joaquin Valley or Sacramento Area.

To apply, submit resumé and any additional materials via email to Kelly Colby (kcolby@healthforcepartners.net).

To learn more about HealthForce Partners California, visit our website at www.healthforcepartners.net and follow us on LinkedIn, Instagram and Facebook.

HealthForce Partners California is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need.