Position Title: Director, State Grant Programs
Reports to: The Black Equity Coalition Internal Coordinator

COMPANY OVERVIEW:
The Black Equity Coalition (BEC) supports the creation of equitable systems to affirm the dignity of every human being through collaborations, networks, and policymaking. The BEC originally focused on addressing COVID-19 impacts on vulnerable populations. The Coalition quickly realized that the pandemic’s disproportionate impact on the health, well-being, and economic stability of people of color highlighted the need to address institutional racism and structural impediments that continue to plague Black, undervalued and underserved communities. The BEC remains committed to working on matters of racial equity beyond the pandemic’s eventual end.

The BEC seeks to establish a co-leadership coordinated collaborative strategic partnership model, using clustered social determinants of health as identifiers to target needed wrap-around services through local nonprofit organizations. Thus, the leadership “huddle” is comprised of a network of government officials, scientists, academics, and community organizations who prioritize the health of black and brown residents.

POSITION OVERVIEW:
The Director, State Grant Programs helps fulfill the mission of Black Equity Coalition (BEC) and serves as the lead on the implementation and execution of deliverables related to private, state and applicable federal grants across the state of Pennsylvania. This position requires a dynamic and organized leader who can design the execution of grant related activities. Additionally, some who understands cross-sectoral application and leveraging partnerships to meet critical metrics and milestones. Aligning activities with the United Nations Sustainable Development Goals and Social Determinants of Health, and maximize the influence and expertise of the BEC across the state is essential.

The Director, State Grant Programs operates as the frontline contact for transformational work to address the COVID-19 impact on resilient communities across the Commonwealth. Partnering with key stakeholders to execute committee deliverables including tracking of data/metrics, developing and managing community engagement activities, liaising with local health departments and the Federally Qualified Health Centers, developing and managing a list of subject matter experts for speaking engagements, and overseeing the implementation (budget management, vendor management, etc.) of state grants with new and existing donors to the Foundation. The position works primarily with BEC Leadership Huddle and Committees, The POISE Foundation and The Forbes Funds while playing a forwarding facing role with external partners and decision makers.

RESPONSIBILITIES:
• This position will supervise team implementing grant (communications, events and data coordinator) to meet goals and required metrics.
• Develop and implement a multi-year strategic plan and budget, identifying opportunities to scale.
• Establish and maintain clear lines of communication and collaborative partnership with leaders of other programs, team members and the community.
• Monitor budget expenditures, forecast shifts needed at 30 -,60-, and 90-day increments.
• Serve as lead coordinator for the advisory team and schedule and plan regular
Meetings. Develop a shared calendar.

- Supervise/coordinate mini-grant program implementation including reporting format
- Coordinate state grant communications and strategize content creation needs for graphic designers
- Measure team performance against grant metrics, and make recommendations for improvements
- Prepare reports to PADOH on project activities as requested
- Communicate and coordinate with BEC staff, consultants, Huddle when applicable
- Organize, cultivate and maintain relationships with organizations and partners across the state
- Proactively lead communications and coordinate with Pennsylvania Department of Health (PADOH) staff as necessary re: grant performance
- Ensure and develop quality standards and contractual agreements that are to be met by participating partners/organizations

**KNOWLEDGE, SKILLS & ABILITIES:**

- Bachelor’s degree and five years of relevant experience including managing multisectoral and large, complex state, federal, or private grants
- Previous experience in executive leadership including management of staff
- Proven track record of thinking strategically, working well under pressure
- Advanced skills in project management, able to manage several concurrent projects with a keen results-focused orientation
- Able to multi-task, balance competing priorities effectively, complex situations in a deadline driven environment. A keen results orientation with follow through and accountability for results is a must.
- Technological astute using relevant software (Zoom, Dropbox, Asana, Google Drive Suite, and Microsoft Office Suite)
- Demonstrates proactive problem solving, leadership, conflict management, and team building skills to ensure a productive work environment and achievement of goals
- Ability to effectively collaborate and engage with a wide range of diverse stakeholders
- Quick learner, self-driven and able to work independently within a short period.
- Applies creativity, organizational skills, and good judgement in addressing partner needs
- Ability to generate enthusiasm and coordinate community and civic groups, businesses and individuals to work together to benefits BEC
- Must have excellent written, editing, and verbal communication skills with the ability to make dynamic presentations.
- Demonstrated ability to work in a small, team-oriented environment, motivate staff, build team cohesion, and hold others accountable to expectations.
- Must have an inquisitive, investigative mindset, and be willing and able to “dig deeper,” rather than accept information at face value

**COMPENSATION & BENEFITS:**

This position offers a competitive salary starting at $65,000+. Benefits include medical, dental, vision, retirement, paid holidays and personal time off (PTO).
EQUAL EMPLOYMENT OPPORTUNITY:
BEC is an Equal Opportunity Employer that welcomes applications for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or status as a covered veteran in accordance with applicable laws and policies.