



309 Hickory Street, Suite 5 // Fort Collins, CO 80524 // 970-221-1615 // www.TheFamilyCenterFC.org

The Family Center/La Familia

Health Disparities Grant Manager

Funded position until June 2021, continuation of funding possible

Job Description

General Statement of Duties:

Since 1995, The Family Center/La Familia (TFC/LF), a bilingual and multicultural organization, has provided childcare and support services to families in Fort Collins and Larimer County.

Reporting to the Executive Director, the Health Disparities Grant Manager will oversee grant management for the Health Disparities Grant Program (HDGP) from the Colorado Department of Public Health and Environment (CDPHE). This 3-year grant aims to decrease toxic stress in Spanish speaking residents of mobile home parks in Larimer County by addressing housing insecurity. Through community organizing, advocacy and policy mobile home residents are working to preserve and protect mobile home communities. The grant is entering its final year of funding, the position is funded until June 2021 with the possibility of continuation.

Responsibilities include:

Grant Management:

- Oversee delivery of program activities outlined in grant funded statement of work.
- Coordinate work with subcontracted partners on the project
- Work and coordinate with program evaluator
- Complete grant reports and attend meetings
- Ensure completion and documentation of grant funded work

Advocacy and Policy:

- Monitor local opportunities to influence housing and land use policies
- Develop relationships with elected officials, city/county staff and other influencers
- Assist community members with advocacy efforts
- Attend partner meetings related to housing

Supervision:

- Supervise Housing Liaison and Community Health Liaison

Other duties as assigned

Qualifications:

- Bachelor's Degree or equivalent experience required
- A minimum of one year of program management
- A minimum of one year supervising staff
- Demonstrated experience in grant management



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Qualifications Continued:

- Bilingual (Spanish/English) and bicultural candidates preferred.
- Must successfully pass background check.

Skills and Experience:

- Experience influencing policy and system changes; preferably at the government level
- Proven track record of community development work, specifically utilizing neighborhood-led processes
- Demonstrated ability to organize multiple tasks, prioritize projects and achievement of project deadlines, goals, and objectives
- Strong written and verbal communication skills
- Proven ability to manage long-term projects; preferably with subcontractors.
- Experience working in or with manufactured home communities highly desired, but not required
- Ability to successfully facilitate meetings
- Work with diverse populations

The Health Disparities Grant Manager position a full time exempt position with a salary range from \$44,000-48,000 depending on experience. To apply, please submit a cover letter, resume, and three references (two professional and one personal) to the search committee at employment@thefamilycenterfc.org All documents must be received by close of business Friday, March 20, 2020.