

**Director of Institutional Funding
Partnership for a Healthier America
Washington, DC**

Background

Partnership for a Healthier America (PHA) was founded in 2010 in coordination with, but apart from former First Lady Michelle Obama's Let's Move Initiative. Our work is centered on crafting robust private sector partnerships that deliver lasting, systemic changes that improve the food supply and increase physical activity so that all children, especially those disproportionately affected, grow up to be adults free from obesity, diabetes, heart disease, and other chronic conditions.

PHA is looking for a dynamic, creative, results-driven individual to support our mission. He or she will have a proven track record of success building relationships with grant makers that lead to large foundation and government awards and will have a passion for PHA's work and mission.

Position Description

Reporting directly to the Chief of Staff, this position will be responsible for identifying and cultivating new funding prospects in line with priorities, drafting grant proposals, securing funding, and coordinating reporting requirements for all executed grant contracts.

Specifically, this position will:

- Help identify ideal funding opportunities by researching and building relationships with new foundation and government grantors that are compatible with PHA's mission, strategic objectives, and yearly goals.
- Coordinate the development of grant proposals and LOIs by establishing timelines, outlining tasks, facilitating timely communication with program leadership, and collecting supporting materials.
- Develop compelling grant proposals by synthesizing and visualizing data and maintaining key statistics related to PHA's work in coordination with the Director of Impact & Evaluation.
- Draft and edit grant proposals, including draft budgets, in coordination with the Chief of Staff, checking for completeness against requirements, accuracy, grammar, and style.
- Submit final grant materials per specifications and respond to all related inquiries.
- Regularly communicate with grant monitors and oversee reporting for grant deliverables for awarded grants.
- Track grant submissions and communication with grantors in Salesforce and file all completed grants electronically.
- Execute other duties as assigned.

Qualifications

- Bachelor's degree required; knowledge of public health, childhood obesity, and related issues preferred.
- A minimum of three years' experience successfully drafting and securing grants required.
- Experience drafting and reporting on local, state, or federal grants strongly preferred.
- Exceptional written and strong oral communication skills with an ability to translate complex ideas into clear, easy-to-understand concepts and powerfully and persuasively illustrate PHA's business model.
- Exceptional organizational skills, including the ability to plan, coordinate, and prioritize multiple projects autonomously under tight deadlines.

- Strong interpersonal skills, comfortable building relationships with people at all levels and readily seeks opportunities for collaboration.
- Intellectual curiosity, a creative, out of the box, forward thinker who thrives in adapting environments.
- Sense of humor a plus.

Please send a resume, cover letter and salary history/requirements to jobs@ahealthieramerica.org with "Director of Institutional Funding" in the subject line.

We regret we can only contact selected applicants. PHA offers competitive compensation and benefits. Equal Opportunity Employer.