Now Hiring – Coordinator of Programs

Who We Are

Michael Reese incubates, strengthens and advocates for health solutions to ensure all Chicagoans can live healthy lives. We partner with organizations across Chicago by providing grant funding and advisory support to advance their work through our Incubation, Grantmaking and Advocacy programs. We carry on the values of the Michael Reese Hospital to provide quality, compassionate and accessible health solutions to Chicago. To learn more about our programs and current priorities, please visit wearemichaelreese.org.

The Coordinator of Programs

This role is an integral member of Michael Reese’s program team and will work closely with staff who direct grantmaking, incubation and advocacy.

Specific Role Functions

PROGRAM ADMINISTRATION

- Outgoing grants to organizations
  - Using the grant management database (currently Blackbaud) create application and final report forms and send to applicants and grantees
  - Take primary responsibility for timely processing of approved grants using the grant management database to include requesting checks, preparing initial drafts of cover letters and grant agreements for program staff review and generating transmittal letters
  - Track grantee payments and reports due, sending reminders to grantee and program staff as needed; confirm application and reporting materials are complete when submitted
  - Verify applicant and grantee funding eligibility; provide other support to program and evaluation and learning staff as needed such as analyzing applicant/grantee financial reports and compiling and analyzing grantee performance data
Work to enhance, streamline and improve grant management processes; improve the functionality and user-friendliness of the grant management system; and increase efficiency in the use of staff time

Answer routine inquiries about Michael Reese’s programs and priorities, including deadlines, guidelines and proposal review process; field general inquiries via phone and email and route communication to appropriate staff

Manage annual grantmaking schedule

**Incoming Grants**
- Coordinate with staff across departments (finance and fundraising) to enter pledges and donations into donor database (currently Raiser’s Edge) in timely manner
- Support staff in document and tracking notes specific to funders contributing to incubation efforts
- Track and prompt program staff with grant deliverables, renewals and reports
- Assist staff with completing applications and reports related to requests submitted to external funders by Michael Reese
- Draft and send acknowledgement letter for gifts
- Generate gift reports; track analytics and other donor metrics to help shape fundraising strategy

**DATABASE MANAGEMENT**

- Take the lead in ensuring the accuracy and completeness of each organization and grant record; upload, purge, maintain and archive electronic and paper files of all grant documents
- Pull and analyze reports from the database for program staff to review (e.g. upcoming payments, grantee reports due, disbursements by year, geography or grant program)
- Serve as primary point of contact for applicants and grantee who need assistance in utilizing Michael Reese’s grant management system for submission of applications and reports
- Maintain clean data and constituent profiles in database (Blackbaud & Raiser’s Edge)
- Responsible for all program-related data entry and training users on how to view information
- Pull lists for fundraising and marketing campaigns as requested
- Support integration of procedures and policies for entering information in database and work across departments as needed to implement
MEETING COORDINATION & GENERAL PROJECT MANAGEMENT

- Schedule and assist in preparation of materials for grantee site visits
- Solidify logistics for in-person meetings and convenings led by program staff
- Schedule and assist in preparation of materials for Program Committee meetings
- Assist in preparation of board meeting materials
- Provide note-taking support for key meetings identified by program team
- Update and maintain board, donor and other administrative files, including internal and external contact lists
- By managing program-related calendars, anticipate needs of program staff to keep to due dates
- Prepare grant reports for finance department
- Other responsibilities as needed and assigned

Qualifications

- Commitment to and passion for Michael Reese Health Trust’s mission and values
- Exceptional attention to detail, time management and organizational skills
- Excellent written, verbal and interpersonal communication skills
- Experience managing a database
- Proven track record of managing projects independently across teams
- Excellent technology skills and ability to learn new technology systems
- A proactive approach and outcome-focused mindset, flexible and focused on solutions
- Ability to work effectively both independently and as a member of a team
- Capacity to build strong relationships with different types of individuals
- Willingness to approach challenges with a good attitude and sense of humor
- Strong analytic ability with capacity to synthesize information concisely
- Preferred
  - Foundation or Nonprofit experience, experience with grantmaking software
  - Bachelor’s degree (or commensurate experience)

Work Environment

- This is a full-time position based in Chicago
- Our team utilizes a hybrid model where employees are expected to work one to two days a week in our downtown Chicago office and then remote the other workdays.
While performing the duties of this job, the employee is regularly required to talk or hear and use hands to operate office equipment such as computers, phones, photocopiers, scanners, filing cabinets.

Workplace is a smoke-free and drug-free environment.

Equal employment opportunity and having a diverse staff are fundamental principles at Michael Reese. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, ethnicity, color, creed, religion, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability or any other factor determined to be unlawful by federal, state or local statutes.

Compensation

- Salary $60,000-$70,000 per year, excellent benefits package (including paid time off, health, dental and vision insurance and retirement benefits)

Application Process

- Interested applicants should email a cover letter and resume to hello@wearemichaelreese.org with the job title in the subject line.
- In the cover letter, please include how your skills and experience meet the responsibilities noted above.
- No phone calls please.
- For additional information visit our website: www.wearemichaelreese.org.