



POSITION ANNOUNCEMENT

Job Title: Grants Manager

Supervised by: Director of Development and Communications

Classification: Exempt, Full-time, Salaried, Union Bargaining Unit Position

Starting Salary Range: \$65,000-75,000 annually

Background

[Health and Medicine Policy Research Group \(Health & Medicine\)](#) is an independent nonprofit health policy and advocacy center dedicated to building power and momentum for social justice and health equity in Illinois. Through research, education, advocacy, and collaboration, HMPRG works to advance systems and policy change that improves the health and well-being of communities across the state.

The Position

The Grants Manager plays a central role in supporting HMPRG's fundraising and organizational sustainability by independently managing grant writing, grant reporting, and grants management activities. Reporting to the Director of Development & Communications, the Grants Manager is responsible for managing the full lifecycle of foundation, corporate, and government grant proposals and reports, ensuring timely and compelling submissions that align with organizational priorities and funder requirements.

This position works collaboratively across departments to gather programmatic, financial, and evaluation information needed for proposals and reports and helps maintain strong grants administration systems and processes. The Grants Manager will support the organization's growing fundraising efforts through strategic writing, project management, compliance coordination, and internal tracking.

This position is part of Health & Medicine's recognized union bargaining unit. Terms and conditions of employment will eventually be governed by the collective bargaining process currently underway.

Work Environment

Health & Medicine's offices are located in downtown Chicago and operate using a hybrid model. Currently, our 13-person staff work in the office one day per week and remotely for four days per week, subject to change. Health & Medicine's standard work week is 38 hours per week. Our standard work hours are 9am-5pm Monday through Thursday, and 9am-3pm on Friday; some evening and weekend work will be required to support organization-wide events and some specific program events. Sitting for extended periods is required. Local travel to off-site locations throughout Chicago, suburbs, and across Illinois is occasionally required.

Responsibilities

Grant Writing and Reporting

- Independently manage the writing, editing, and submission of grant proposals, letters of inquiry, renewal applications, and grant reports for foundation, corporate, and government funders

- Develop compelling narratives that clearly communicate Health & Medicine's mission, programs, policy priorities, and impact
- Coordinate with program, policy, finance, and leadership staff to gather information, data, outcomes, budgets, and supporting materials for submissions
- Tailor grant proposals and reports to align with funder priorities and guidelines
- Help strengthen internal grants processes and systems to improve efficiency, sustainability, and coordination across departments
- Ensure timely submission of all grant applications and reports
- Maintain a high standard of accuracy, clarity, consistency, and quality across all submissions

Grants Management and Compliance

- Manage and maintain the grants calendar, including proposal deadlines, reporting requirements, and contract deliverables
- Track grant-related invoices, reporting deadlines, restricted funding requirements, and compliance obligations
- Maintain grant records, files, templates, and supporting documentation in an organized and accessible manner
- Review outgoing invoices tied to grants and contracts to ensure alignment with funder requirements and agreement terms
- Support subcontractor and grant compliance documentation where applicable
- Assist with audit document collection and preparation related specifically to grants and restricted funding
- Enter and maintain accurate grant-related information in fundraising and grants management systems
- Monitor grant agreements and assist with compliance and reporting requirements

Financial Coordination

- Assist the Director of Finance and Operations and organizational staff with grant budget creation and reporting
- In collaboration with Finance staff, review grants receivable and restricted income against grant agreements and contracts
- Coordinate with Director of Finance and Operations to ensure alignment between proposal budgets, grant reporting, and organizational financial tracking
- Support funder financial reporting processes and documentation needs

Fundraising and Development Support

- Support the Director of Development & Communications in implementing HMPRG's institutional fundraising strategy
- Assist the Director of Development and Communications in conducting grant prospect research and identifying new institutional funding opportunities
- Assist with donor stewardship and funder communications as needed
- Participate in development planning and cross-departmental fundraising coordination
- Support organizational fundraising events and initiatives

Organizational Support

- Work closely with program and policy teams to understand evolving initiatives, advocacy priorities, and evaluation outcomes
- Participate in meetings with program, policy, finance, and leadership staff to support grant development, reporting, compliance, and organizational coordination

- Participate in organizational planning and staff meetings
- Carry out additional related responsibilities as needed to support organizational operations and fundraising activities

Who We're Looking For

Applicants with these qualifications or transferable experiences will be best prepared for this position:

- Bachelor's Degree, preferably in English, Communications, Non-Profit Management, or some related field.
- Minimum of 3–5 years of nonprofit grant writing and grants management experience
- Commitment to health equity, racial justice, and social justice values
- Working understanding of contemporary public health and health care issues preferred
- Previous experience working in a nonprofit or grant-funded organization is preferred.
- Demonstrated success writing and managing foundation and/or government grants
- Strong writing, editing, organizational, and project management skills with exceptional attention to detail and commitment to producing high-quality work
- Excellent organizational and time management skills, with the ability to meet deadlines and manage multiple projects simultaneously.
- Experience coordinating proposal development across multiple departments
- Familiarity with nonprofit budgeting, restricted funding, and grant financial reporting
- Strong interpersonal and collaborative skills
- Proficiency with Microsoft Office and donor/grants management systems
- Ability to work in fast-paced, deadline-oriented environment with a team

Our Benefits

Health & Medicine encourages staff to balance their professional and personal lives. Some of the benefits we offer include:

- 100% Employer-paid health, dental and vision insurance
- Life insurance (\$10,000 in coverage paid for by HMPRG, additional coverage available)
- 401K retirement plan with HMPRG discretionary contribution after 1 year
- Short and Long-term Disability Insurance
- Paid Vacation Days accrued at a rate of 1.25 per month
- 5 paid personal days per year
- Paid Sick Days accrued at a rate of 1 day per month
- 11 paid holidays, plus two floating holidays
- Annual paid wellness week December 24-January 1
- Compensatory time for hours worked above 38 per week
- \$100 monthly internet/phone reimbursement subsidy
- Pre-tax withholding for CTA passes

What to Expect: the application process and timeline

To apply, e-mail your resume and cover letter to jobs@hmprg.org. **Please write your name (Last, First) then "Grants Manager" in the subject line of your e-mail.** Our priority deadline is August 1, 2026, but applications will be considered on a rolling basis until the position is filled. No phone calls please.

Starting date: Immediate (likely September 2026)

Selected candidates will be emailed to schedule a 10-15 minute introductory phone interview with our Director of Finance and Operations.

Candidates selected to move forward will then be contacted via e-mail to schedule a one-hour Zoom interview with two HMPRG staff members.

Finalists will be asked to submit contact information for three professional references and may be invited to a final meeting with the Deputy Director or Executive Director.

An offer letter will be emailed to the final selected candidate.

Note: Research shows us that some candidates, particularly those from historically marginalized communities, apply for positions only when they feel like they meet 100% of the desired qualifications. At Health & Medicine, we know that very few people truly meet every single qualification for open positions. We are committed to building a diverse and inclusive organization, and to considering a broad array of candidates, including those with diverse work experiences and backgrounds. If you feel like you have valuable skills and experience to be successful in this position, we encourage you to apply and mention your strengths and plans for professional growth in a role like this.

Health & Medicine is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, veteran status, or any other personal characteristic not relevant to the posted position.