

# MICHIGAN HEALTH ENDOWMENT FUND

## OPENING: GRANTS ASSOCIATE

The Michigan Health Endowment Fund seeks a systems thinker to support our grantmaking process across programs. The right candidate has strong technology skills underpinned by an understanding of accounting concepts, workflows, and customer service.

### WHAT YOU'LL DO

- **OWN OUR GRANTS MANAGEMENT SOFTWARE**  
Using the Fluxx platform, monitor and continually improve key activities including the application process, proposal review, award notifications, and reporting. Proactively problem-solve system challenges, work with Fluxx to customize the service to the Health Fund's needs, and train staff as necessary.
- **COORDINATE GRANT CYCLES FROM RFPS THROUGH CLOSEOUT**  
Across all programs, respond to staff needs and look for opportunities to standardize and improve processes and coordinate program timelines.
- **SUPPORT APPLICANTS AND GRANTEEES**  
Provide basic technical support to Fluxx users at all stages and offer basic guidance to applicants about programs, requirements, and other questions. Serve as point-of-contact for contract renegotiations and potentially a small portfolio of grants.
- **PROMOTE NONPROFIT CAPACITY BUILDING**  
Support the Health Fund's efforts to build capacity within the Michigan nonprofit community. Coordinate in-person and virtual events and training opportunities.

### WHO YOU ARE

- **TECH SAVVY**  
You're interested in technology and able to do some moderately advanced work to ensure a great user experience through our grants portal. You enjoy learning new technology and quickly pick up on how a system operates.
- **A UTILITY PLAYER**  
You are always up for a challenge, eager to learn from others, and work within and across teams to solve problems.
- **INTERESTED IN FIELD LEADERSHIP**  
You spend time reading and applying strategies learned from other organizations' experiences. You are ambitious and want to contribute your knowledge to the broader philanthropic field.
- **CAUSE-ORIENTED**  
You want to use your skills to help make the world a better place. If you don't have a background in nonprofit work, you've imagined how you might adapt your private sector skills to a mission-driven challenge.

## WE THINK YOU'LL NEED

- **RELEVANT EXPERIENCE**

This position requires a college bachelor-level degree with 1-3 years of relevant professional experience in grants management, philanthropy, or nonprofit administration. Experience maintaining and customizing cloud-based systems is a plus.

- **PROBLEM-SOLVING AND ANALYTICAL SKILLS**

The position requires strong analytical and problem-solving skills, an understanding of how systems work, and knowledge of accounting concepts, financial data, and budgets. Candidates must be detail-oriented, organized, and able to set priorities and work in a self-directed manner. Strong writing and verbal communication skills are essential.

- **TECHNOLOGY SKILLS**

High level proficiency in MS applications is required and experience with grantmaking software and database management is a plus.

## TO APPLY

- **ANSWER THESE QUESTIONS**

Skip the traditional cover letter! Instead, respond to all three of these prompts. You can format the answers however you like.

1. What's interesting to you about this position? How does the position fit into your career goals?
2. Describe an instance where you had to learn a new technical skill in order to do a good job on a project. What was the challenge? How did you figure it out?
3. What part of the position are you least comfortable with? Why?

- **SEND US YOUR RESUME**

We strongly encourage you to submit a one-page resume and make sure it's a PDF.

**Send these items to [info@mihealthfund.org](mailto:info@mihealthfund.org).** We will review applications on a rolling basis until the position is filled.

The Health Fund encourages everyone to apply. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

This position will be based in Brighton, Michigan.