

JOB OPPORTUNITY

PROJECT MANAGER

MICHIGAN HEALTH

ENDOWMENT FUND

The Michigan Health Endowment Fund is the largest health-focused philanthropic foundation in Michigan. Since 2014, we've awarded over \$350 million in grants to support the health and wellness of Michigan residents.

We are seeking a collaborative and detail-oriented project manager to support our program teams in executing effective, timely, and equitable grantmaking processes. This role is ideal for someone who thrives in a behind-the-scenes operational role and is passionate about helping mission-driven teams work smarter and more efficiently.

This position will not review grant proposals or make funding decisions. Instead, they will guide teams through the grantmaking lifecycle by developing clear project plans, setting and managing timelines, and ensuring critical deliverables — such as RFPs, grant packets, and review materials — are produced on schedule. This person will also play a key role in identifying process pain points and creating templates, tools, and guidance to support consistency and efficiency across programs. This role will work closely with our grants managers but will not be responsible for general grants management or administering our grants management software, Fluxx.

RESPONSIBILITIES

PROJECT & PROCESS MANAGEMENT

- Lead the planning and execution of grantmaking processes for program teams by developing timelines, tracking milestones, and ensuring timely completion of deliverables
- Coordinate cross-functional efforts and facilitate alignment between program teams, grants managers, communications team, and other stakeholders
- Provide project management support across different stages of the grant lifecycle — from RFP development to award notification
- Working closely with grants management to design, document, and refine end-to-end grantmaking processes, aiming for clear workflows, minimal complexity, and user-friendliness for both staff and grantees

OPERATIONAL INSIGHT & PROBLEM SOLVING

- Surface and analyze operational challenges, including staffing/resource constraints, bottlenecks, or inefficiencies in grantmaking workflows
- Offer and help implement recommendations to improve process effectiveness and reduce friction for internal teams and external partners
- Support a culture of learning and continuous improvement by documenting lessons learned from our grantmaking processes and opportunities for future improvement
- With the program operations team, support internal data and reporting needs, allowing staff to learn from previous cycles and investments

TOOLS, TEMPLATES, & SYSTEM ALIGNMENT

- Create and maintain reusable templates, process guides, and other resources that support efficient and consistent grantmaking practices
- Organize and maintain systems to store, reference, and share internal notes, reports, analysis, and insights, to drive transparency, accessibility, collaboration, learning, and project effectiveness
- Solicit feedback from program teams, applicants, and grantees to identify needs for additional resources or refinements to existing tools

WE THINK YOU'LL NEED

This is a new role for the Health Fund and the ideal candidate will be excited by the opportunity to introduce centralized project management concepts into a dynamic, growing organization. If you are a data-driven thinker who excels at effective communication and breaking complex initiatives into manageable components, we encourage you to apply.

FIVE OR MORE YEARS OF RELATED EXPERTISE

You have demonstrated experience in project management, operations, or program coordination, including proficiency in formal project management tools, whether they are external software tools or tools you have built. You have experience developing tools, templates, or resources to support team operations, including identifying opportunities to revise existing tools or create new ones. You find joy in creative problem solving, and are adept at identifying and addressing project risks and barriers, clearly communicating issues to affected partners and coming prepared with a solution. You are willing to point out when something is missing or off-track in a way that holds the team accountable while preserving relationships. You keep teams moving forward by not just enforcing timelines, but by making the work feel manageable and purposeful.

STRONG ORGANIZATION, ANALYTIC, AND WRITING SKILLS

You successfully manage multiple priorities with competing deadlines and can complete tasks efficiently and accurately. You are comfortable using Excel and other basic data tools to prepare and organize information to help teams make decisions. You apply sound judgement to highlight key issues and make practical recommendations based on the information available. You can write effective documentation and process guides for all audiences, including effective visual communication. You can tailor language and content based on each audience's interest and level of technical knowledge and summarize complex processes into clear, actionable steps.

A LEARNING MINDSET

You thrive on working across a broad range of projects. You embrace continual learning about subjects that are new to you. You are eager to evolve alongside the Health Fund as the institution identifies and implements new strategies for producing greater impact.

PASSION FOR MISSION & COLLABORATION

You care deeply about improving health for Michigan residents. You have a high degree of personal integrity, sound judgment, tact, and discretion. Collaboration is essential to your

work, and you are comfortable leading across teams without formal authority, understanding the importance of building trust, reading situations, and adjusting your tone depending on who you are working with. You know when to bring in others to refine questions or provide input. You are an excellent facilitator for internal and external groups, identifying pertinent questions, leading robust and inclusive group conversations, and preparing thoughtful, action-oriented summaries. Above all, you are patient, kind, and eager to work with individuals and organizations at varying levels of technical proficiency and capacity.

SALARY AND BENEFITS

The anticipated salary range for this position is \$80,000-105,000. In addition to competitive compensation, the Health Fund provides a generous benefit package including:

- 20 days of paid vacation time, plus paid holidays
- Single and family health care coverage through a Health Savings Account (HSA), with all health insurance premiums covered by the Health Fund
- The Health Fund contributes significantly every year to each enrolled employee's HSA
- Paid parental leave
- Life insurance
- Short-term disability benefits at no cost to the employee
- Long-term disability benefits at no cost to the employee
- Matching contributions of up to 6% of the employee's compensation to a Roth 403(b) or the Health Fund's 403(b) plan

INTERESTED IN APPLYING?

Skip the traditional cover letter and answer these questions:

- What makes you particularly qualified and excited about this position?
- Describe an instance where you brought together a team of different stakeholders to address a challenge.
- What parts of this position are you least comfortable with? Why?

Submit your responses and resume as one PDF to julie@mihealthfund.org. We will review applications on a rolling basis until the position is filled.

The Health Fund values diversity and does 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. Currently, the Health Fund has a hybrid work environment, with staff expected to work in the office two days per week.