



## **Administration and Grants Program Officer Job Description**

### **ORGANIZATION OVERVIEW**

Luke's House is a non-profit 501(c)(3) organization providing free primary medical care, health education, and patient navigation to those in need. Created in 2007 through a partnership between Rayne United Methodist Church (UMC) and Mt. Zion UMC, the Clinic's mission is to be a place of medical and spiritual hope, health, and healing for the Greater New Orleans area, to provide patient-centered volunteer experiences for medical and public health students, and to open a doorway to long-term healthcare solutions. Luke's House has four full-time staff, three part-time staff and more than 100 medical and lay volunteers who work to accomplish this mission.

Luke's House clinic operates Tuesday and Thursday evenings starting with set up at 4:00 pm and ending around 8:30 pm. This position is a full-time, 40 hour per week position. Work hours will generally be 9-5 MWF and 12:30-8:30 Tuesdays and Thursdays.

### **POSITION SUMMARY**

The Administration and Grants Program Officer position works with the Executive Director to administer programs such as the free clinic and grants management/fundraising as well as other administrative and leadership responsibilities.

### **RESPONSIBILITIES**

#### **Free Clinic**

- Coordinate clinic operations: assure scheduling of patients, providers, medical students, lay volunteers. Assure clinic flow. Clinic troubleshooting.
- Onboard and regularly check in with volunteer physicians, nurses, residents, students, interns and lay persons.
- Maintain electronic health record.
- Order and maintain over-the-counter pharmacy, prescription glasses, and other clinic supplies.
- Vaccine coordinator.
- Assure pharmaceutical vouchers, discount programs are available and distributed to clinic patients.
- Create and implement policies directed by the QA/QI committee and the Clinic Director.
- Assure clinic equipment is in good repair and operational.
- Assure cleanliness and neatness of clinic.

- Assure all clinic operational policies are up to date.
- Assure Spanish-language interviews are conducted for new medical student volunteers.
- All reporting related to clinic.
- Coordinate asylum clinical program.

### **Grants Management/Fundraising**

- With the Executive Director, develop and write grant proposals to foundations and other grant-making organizations.
- Maintain grants calendar to ensure timely submission of letters of inquiry, proposal deadlines and reports as well as application periods for grantors.
- Conduct prospect research.
- Provide writing support for major donor and individual contribution letters, acknowledgements, updates and asks
- Maintain donor management tracking to include timely entry of donations, correct contact information, priorities and schedule for contacts.
- Maintain mailing list.
- Work with Executive Director on fundraising events.

### **Other Administrative**

- Compile, maintain and report on the monthly, quarterly and annual program statistics and analysis of trends.
- Maintain staff records and calendar for timely evaluations and other staff-related actions.
- Develop, implement and evaluate strategies to expand the number of volunteers to support the program including physicians in conjunction with the medical schools and the Clinic Director.
- Handle business mail.
- Prepare checks for deposit.

### **POSITION REQUIREMENTS**

- Education requirements: minimum four-year college degree from an accredited institution; advanced degree preferred or experience equivalent.
- Minimum of three years of experience in health policy, primary care and behavioral health services, public health, healthcare administration and/or nonprofit positions including development and financial leadership.
- Strong Spanish-language skills preferred.

### **SKILLS AND COMPETENCIES**

- Ability to handle multiple priorities and meet deadlines.
- Must be detail-oriented with excellent organizational skills.
- Proficiency in Microsoft Office suite of products, Google docs and related, and DropBox.
- Ability to manage confidential information.
- Knowledge of healthcare systems and continuum of care.
- Strong data and analysis skills and related reporting skills.

- Familiarity with grant writing, management, reporting.
- Familiarity with donor management.
- Strong writing skills.

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

- Regular attendance and punctuality.
- Ability to meet attendance requirements of 40 hours per week. Flexibility required to cover two evening clinics and occasional weekend needs.
- Ability to work in a fast-paced environment.

#### **COMPENSATION & BENEFITS**

Salary – The annual gross salary is +/- \$55,000 paid in semi-monthly installments via direct deposit. Annual bonus may be available based on funding and performance.

Benefits – The position provides comprehensive health insurance (medical, dental, vision) a 401k retirement program with a 5% employer match, long-term disability insurance and a generous paid time off policy.

#### **HOW TO APPLY**

To apply please submit your resume and cover letter to [director@lukeshouseclinic.org](mailto:director@lukeshouseclinic.org) no later than close of business July 25, 2022. Applicants are encouraged to apply as soon as possible.