

Job Description Template – The Blue Foundation

Job Title : Senior Research Consultant/Foundation Grants Manager **Supervisor’s Name & Title:** Directors of the Foundation

Exempt/Nonexempt Status: X Exempt _____ **Job Code:** _____

Reason for Profiling _____ X New Job _____ **Update Description** _____ **Re-evaluation**

<p>Summary Statement (in 1 or 2 sentences, describe why the job exists)</p>	<p>The purpose of this position is two-fold: to develop and implement strategies related to community solutions for uninsured individuals for the Enterprise; and to lead and manage The Blue Foundation’s grantmaking policies, programs, and grants evaluations.</p>
<p>Essential Duties & Responsibilities (list the job’s essential/most important duties and the approximate percentage of time spent on each (this should equal 100%))</p>	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This list of essential job functions is not exhaustive and may be supplemented as necessary. (To be included on all templates)</p> <p>35% Overall responsibility for the administration of the grants awarded by The Blue Foundation: seek and develop grant opportunities; manage inquiries, applications and their review process; make recommendations for funded projects; keep informed about active grants; and maintain and improve the foundation’s evaluation standards and processes for grantee programs.</p> <p>35% Lead the process of identifying current and future needs of the uninsured community and the safety net system; develop, maintain and update the community resource database of programs for the uninsured; facilitate external opportunities for research and additional data collection on uninsured community resources; develop and communicate best practice and evaluation criteria for uninsured community programs.</p> <p>10% Consult with community leaders, program managers, other foundations, state agencies, universities and research organizations to identify collaborative opportunities for both BCBSF and The Blue Foundation.</p> <p>10% Participate in discussions and conferences regarding local, statewide and national health care policy as it relates to the uninsured, representing BCBSF’s public policy positions and identifying opportunities for collaboration with key stakeholders.</p> <p>5% Develop and incorporate health and health system knowledge into grantmaking, strategic imperatives and planning.</p>

	<p>5% Consult with Enterprise leadership and professionals to provide expert guidance on solutions for the low-income uninsured and best practices for community programs serving the uninsured and underserved.</p> <p>Performs other duties as the supervisor may, from time to time, deem necessary. (To be included on all templates).</p>
If this is a request for re-evaluation, how has the position changed in the last twelve months?*	
REQUIRED Minimum Knowledge, Skill, Education/Training and Experience Requirement(s)	<p>The requirements listed below are representative of the knowledge, skill, education and /or experience required (to be included on all templates).</p> <ul style="list-style-type: none"> MS in public affairs, health care related field, research, evaluation or social service field 5-7 years experience in research, community service, grantmaking or health care Research experience, including database development Excellent analytical, organizational and management skills Excellent interpersonal skills, including strong verbal and written communication skills Ability to interact with Senior Management & foundation board Program evaluation experience Experience leading teams and workgroups Creativity and the ability to successfully manage multiple assignments independently Ability to work in a team-oriented environment and experience with collaborative efforts Knowledge of community needs and initiatives Ability to travel frequently throughout the state
PREFERRED Knowledge, Skill, Education/Training and Experience Requirement(s)	<ul style="list-style-type: none"> Conflict resolution skills and the ability to work effectively under pressure Knowledge of government regulations for insurance and foundation industries Ability to exercise independent, unbiased judgment of foundation proposals
REQUIRED Certificates, Licenses, Registrations	
Number of Direct /Indirect Reports and Cost Center Budget Accountability (attach current organization chart)	<p>No direct reports – indirect report would be foundation coordinator (N9)</p> <p>Reports to Foundation Executive Director and Director of Public Policy, with no direct cost center budget accountability</p> <p>Manages \$1 Million annually in foundation grants – will grow over time</p>
Impact of Decisions to Organization	<p>This position will be seen as the “face of BCBSF and The Blue Foundation” to many in the community. Funding decisions may have a positive or negative impact on the organization, depending on how communications are handled with accepted and declined proposals. Also, the funding requests that are</p>

	approved will be scrutinized by the community, and could have either a positive or negative impact on the image of BCBSF in the community. The person will also need to manage differing priorities of the Foundation Board, senior leadership, and the Public Policy area. The organizations that are funded must meet specific criteria to withstand the scrutiny of being associated with BCBSF.
Interdependencies With Other BCBSF Areas/Subsidiaries	Legal, HR, Finance, Public Affairs, GBU's, Navigy Office of the CEO Health Business Leadership Team Public Policy Workgroup and Uninsured Roundtable Foundation Board of Directors BCBSF Board of Directors
Comparable Positions within BCBSF or its Subsidiaries	Senior Public Policy Analyst Foundation Executive Director
Subject Matter Experts Present and Date of Session	