

UW HEALTH JOB DESCRIPTION

GRANTS & PARTNERSHIPS STRATEGIST

Job Code: 320047	FLSA Status: Non-Exempt	Mgt. Approval: R. Lankton	Date: May 2023
Department: Population Health		HR Approval: J. Olson	Date: May 2023

JOB SUMMARY

The Grants & Partnerships Strategist works under the direction of the Office of Population Health leadership team to support growth in strategic partnerships and philanthropic strategy for UW Health through grants, investments, and partnership engagement. The Grants & Partnerships Strategist will work with the Population Health leadership team to identify overarching strategies and infrastructure needs in order to develop and execute a strategic and innovative plan for grant writing and fundraising to support UW Health priority areas.

MAJOR RESPONSIBILITIES

- Establish and cultivate strategic relationships with corporate and foundation partners that can lead to future funding streams
- Write and submit grant requests, including letters of intent, proposals, budgets, and presentations
- Ensure the timely submission of all letters of intent, proposal deadlines, and reports
- Develop systems and procedures to support the identification, development, and stewardship of strategic partnerships and conduct research to identify potential grant and contract opportunities
- Prepare reports for various audiences such as executives, funders, and grant-making agencies including but not limited to all contractual, fiscal, and program documentation and the initiative's progress
- Keep relevant partners informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Journalism, Communications, Technical Writing, Healthcare Administration, Business Administration, Non-Profit Management, Public Health, or related field. Four (4) years of relevant experience may be considered in lieu of a degree in addition to the experience below.
	Preferred	Master's Degree in Journalism, Communications, Technical Writing, Healthcare Administration, Business Management, Non-Profit Management, Public Health, or related field
Work Experience	Minimum	<ul style="list-style-type: none"> • Two (2) years of experience working to build strategic funding relationships • Professional work experience in workplace diversity, equity, inclusion & anti-racism
	Preferred	<ul style="list-style-type: none"> • Four (4) years of experience working to build strategic funding relationships
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Proven ability to find strategic partnerships that have led to increased revenue via grants and contracts • Experience in the development and creation of organizational materials and grant proposals for solicitation purposes • This position requires a highly organized, analytical individual with excellent follow up skills and attention to detail as well as the ability to plan and administer multiple concurrent projects • Excellent communication skills, both written and oral, and excellent relationship building skills • Ability to generate professional, clearly written communication that is tailored to the audience • Possess good knowledge of planning and strategizing financial and budgeting issues • Multi-tasker with ability to work under pressure while employing sound decision-making capacity

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	<ul style="list-style-type: none"> • Ability to prioritize work, meet deadlines, and produce quality results on time • This position requires an individual to be agile and adaptable in a rapidly changing environment • Excellent facilitation, conflict resolution, and interpersonal skills • Demonstrated ability to identify and effectively address dynamics that threaten the success of a project or present barriers to implementation • Demonstrated success in leading through indirect authority • Proficient in common computer applications including Microsoft Office (Word, Excel, PowerPoint, Visio) and Adobe Pro
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

	Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.