

POSITION DESCRIPTION

Department: Community Relations Title: Grant & Development Coordinator	
Date Created: 08/06/2026 Next Review Date: 08/06/2028	Reports to: Chief Executive Officer Approved by: <u>Aaron Edwards</u> Aaron Edwards (Aug 7, 2026 08:54:00 PDT) (Administrative Dept. Signature)

POSITION STATUS: ☐ Hourly ☒ Salaried

POSITION SUMMARY

The Grant & Development Coordinator is responsible for identifying, developing, writing, submitting, tracking, and supporting compliance for grant opportunities and philanthropic initiatives that advance the mission, vision, values, strategic priorities, and financial sustainability of Lake Chelan Health. This position supports grant development across the organization, with particular focus on Rural Health Transformation Program (RHTP) funding opportunities, rural healthcare sustainability, community health, workforce development, equipment needs, service line support, and other programs that strengthen access to care for the Lake Chelan Valley and surrounding rural region.

The position also serves as a key liaison and support resource for Lake Chelan Health Guilds, the Lake Chelan Health & Wellness Foundation, community donors, and internal leaders to coordinate fundraising priorities, donor stewardship, grant reporting, and alignment between philanthropic efforts and organizational needs.

DUTIES & RESPONSIBILITIES

Grant Development and Management

- Researches and identifies federal, state, local, foundation, corporate, and private grant opportunities aligned with Lake Chelan Health strategic priorities.
- Leads the preparation, writing, editing, submission, and follow-up of grant applications, letters of inquiry, concept papers, budget narratives, progress reports, and other required grant materials.
- Works with executive leadership, finance, quality, compliance, clinical leaders, operations, community partners, and external consultants to develop competitive grant proposals.
- Maintains a grant calendar that tracks funding opportunities, deadlines, reporting dates, award periods, deliverables, renewals, and closeout requirements.
- Develops and maintains standard organizational grant materials, including descriptions of Lake Chelan Health, community needs, rural healthcare challenges, service area data, project summaries, outcomes, and supporting documentation.
- Coordinates grant budgets with Finance to ensure proposed costs are accurate, allowable, sustainable, and aligned with organizational priorities.
- Monitors funded projects to ensure grant deliverables, outcomes, reporting, documentation, and expenditure requirements are completed on time.

Rural Health Transformation Program and Strategic Funding

- Supports Lake Chelan Health’s efforts to pursue, secure, manage, and report on Rural Health Transformation Program (RHTP) dollars and related rural healthcare funding opportunities.

- Works with executive leadership and regional partners to translate organizational priorities into fundable proposals that support rural access, workforce, clinical training, technology, quality, care coordination, and community health initiatives.
- Tracks RHTP-related requirements, timelines, deliverables, award conditions, performance metrics, reporting obligations, and compliance expectations.
- Coordinates with internal departments to collect data, outcomes, budget information, letters of support, narratives, and other documentation needed for RHTP and similar funding opportunities.
- Helps identify sustainable funding strategies for major organizational priorities, including capital needs, workforce development, clinical education, community health improvement, technology implementation, and service expansion.

Fundraising, Donor Relations, Guilds, and Foundation Support

- Serves as a primary liaison for Lake Chelan Health Guilds and the Lake Chelan Health & Wellness Foundation on fundraising priorities that benefit Lake Chelan Health equipment, programs, patients, staff, and community wellness efforts.
- Coordinates with Guild and Foundation leaders to understand fundraising goals, donor interests, event priorities, recognition needs, and opportunities to align philanthropic support with organizational needs.
- Develops written materials for fundraising campaigns, donor appeals, sponsorship requests, event materials, thank-you letters, impact summaries, and community updates.
- Maintains professional and timely communication with donors, community partners, volunteers, Guild members, Foundation representatives, and internal stakeholders.
- Supports donor stewardship by helping communicate the impact of gifts, grants, events, and philanthropic investments.
- Assists with fundraising events, community engagement activities, recognition efforts, and public-facing materials as assigned.
- Works with communications staff to ensure fundraising and grant-related messaging is accurate, consistent, mission-centered, and aligned with Lake Chelan Health brand standards.

Grant Compliance, Reporting, and Documentation

- Maintains organized grant files, supporting documentation, award agreements, correspondence, budgets, reports, invoices, outcome data, and closeout materials.
- Works with Finance, Quality, Compliance, and department leaders to ensure grant activities meet funder requirements, internal policies, applicable laws, and audit expectations.
- Coordinates timely submission of required grant reports, financial documentation, performance updates, and other funder-required materials.
- Assists in preparing for grant audits, monitoring visits, site visits, funder reviews, and internal compliance reviews.
- Tracks restricted funds, allowable uses, match requirements, expenditure deadlines, reporting obligations, and documentation standards in collaboration with Finance.
- Identifies potential compliance concerns early and escalates issues to the appropriate leader for resolution.
- Promotes strong internal controls and accountability related to grant-funded activities and philanthropic dollars.

Organizational Collaboration

- Builds effective working relationships with executive leadership, department leaders, physicians, staff, board members, volunteers, community partners, and external funding partners.
- Participates in strategic planning, community health improvement planning, fundraising planning, and project development activities as assigned.
- Supports the development of letters of support, board updates, community narratives, legislative funding materials, and partner communications related to grants and philanthropy.
- Maintains awareness of rural healthcare trends, community needs, public hospital district priorities, and funding opportunities relevant to Lake Chelan Health.
- Performs other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in communications, nonprofit management, public administration, business, healthcare administration, English, journalism, marketing, or a related field preferred; equivalent experience may be considered.
- Minimum of three years of experience in grant writing, fundraising, development, nonprofit administration, healthcare administration, communications, or related work preferred.
- Demonstrated ability to write clear, persuasive, accurate, and mission-aligned proposals, reports, donor materials, and executive communications.
- Experience with grant research, grant applications, funder reporting, donor communications, or project tracking preferred.
- Experience in healthcare, rural health, public agencies, nonprofit organizations, public hospital districts, foundations, or community-based organizations preferred.
- Ability to manage multiple deadlines, complex requirements, confidential information, and competing priorities with accuracy and professionalism.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong writing, editing, proofreading, research, and storytelling skills.
- Knowledge of grant processes, philanthropic fundraising, donor stewardship, project documentation, and compliance tracking.
- Ability to translate operational, clinical, financial, and community needs into compelling funding proposals.
- Ability to work independently while maintaining strong communication with internal and external stakeholders.
- Strong organizational skills and attention to detail, including the ability to maintain calendars, files, reports, and documentation.
- Ability to handle confidential information with discretion and professionalism.
- Proficiency with Microsoft Office applications and ability to learn grant management, donor tracking, financial, and project management systems.
- Excellent interpersonal skills and ability to build relationships with donors, volunteers, community partners, board members, staff, and leaders.
- Commitment to Lake Chelan Health's mission, vision, values, and role as a rural public hospital district.



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, and encourages employees to take responsibility for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees across all levels and disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships- patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our patients, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person.

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority on equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Encourage transparency – encourage constructive identification of problems and take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of our work, including operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify a just culture by focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS

Department: Community Relations

Job Title: Grant & Development Coordinator

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☒	☐	☐	Walking
☐	☐	☐	☒	Sitting/Standing
☐	☒	☐	☐	Reaching: Shoulder Height
☐	☒	☐	☐	Above Shoulder Height
☐	☒	☐	☐	Below Shoulder Height
☒	☐	☐	☐	Climbing
☐	☒	☐	☐	Pulling/Pushing: 25 pounds or less
☒	☐	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Lifting: 25 pounds or less
☒	☐	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Carrying: 25 pounds or less
☒	☐	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☒	☐	☐	☐	Crawling/Kneeling
☐	☒	☐	☐	Bending/Stooping/Crouching
☐	☒	☐	☐	Twisting/Turning
☐	☐	☐	☒	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

☐ Unprotected heights

Harmful physical agents:

Lighting: ☐ Bright

☐ Heat/Cold

☐ Dim

☐ Noise

☐ Mechanical hazards

☐ Ionizing/non-ionizing radiation

☐ Hazardous substances

☐ Infectious diseases

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

Vision:

☐ Good

☒ Correctable

☐ Blind

Color Vision:

☒ Normal

☐ Impaired

Hearing:

☒ Normal

☐ Moderate Loss

☐ Deaf

Manual Dexterity:

☒ Good

☐ Fair

Talking/Speech:

☒ Normal

☐ Moderate Loss

☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Job Description: Grant & Development Coordinator v2 08.06.26

Final Audit Report

2026-08-07

Created:	2026-08-06
By:	Ruby Sylvester (rsylvester@lcch.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWzQJor9XKa2xegRrpYgSNnsyAminHHN1

"Job Description: Grant & Development Coordinator v2 08.06.26" History

 Document created by Ruby Sylvester (rsylvester@lcch.net)

2026-08-06 - 10:18:20 PM GMT

 Document emailed to Aaron Edwards (aedwards@lcch.net) for signature

2026-08-06 - 10:18:25 PM GMT

 Email viewed by Aaron Edwards (aedwards@lcch.net)

2026-08-07 - 3:53:41 PM GMT

 Document e-signed by Aaron Edwards (aedwards@lcch.net)

Signature Date: 2026-08-07 - 3:54:00 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_TYPE

 Agreement completed.

2026-08-07 - 3:54:00 PM GMT