



GRANTS OPERATIONS & SYSTEMS COORDINATOR JOB DESCRIPTION

Department	Grants Operations	Reports To	Director of Operations
Location	Wasilla, AK	Travel	Less than 25%
FLSA Classification	Non - Exempt	Supervisory Responsibility	No
Salary Grade	2	Salary Range	
Effective Date	July 2026	Last Review Date	07.16.26

Position Summary

The Grants Operations & Systems Coordinator is a mid-level hybrid role that balances operational execution, process ownership, and system backup support. This position serves as the operational hub of the grants function — ensuring processes run smoothly, compliance is tracked, and providing redundancy coverage for the Systems Analyst while managing higher-level coordination responsibilities.

Essential Duties and Responsibilities

Grants Operations Execution

- Manage end-to-end grant processing including intake, review coordination, award setup, amendments, and closeout tracking
- Ensure completeness and compliance of applications and documentation
- Coordinate reviewer workflows and panel logistics

Process Ownership

- Maintain operational calendars, grant cycles, and deadline schedules
- Monitor compliance checkpoints and flag risks for escalation
- Implement process improvements developed in collaboration with the Systems Analyst

System Support

- Serve as backup system administrator for routine updates (user setup, configuration changes)
- Perform QA checks on system data and workflows
- Assist with report generation and data validation

Stakeholder Coordination

- Act as the primary point of contact for applicants and internal program staff



- Provide guidance on processes, requirements, and timelines
- Support training efforts for staff and grantees

Reporting & Tracking

- Maintain operational dashboards and trackers
- Compile reports for leadership and audits
- Track KPIs including approval timelines, application volume, and compliance status

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

- Ability to advance the mission of MSHF through detailed and effective organizational skills and logistics coordination.
- Operational rigor and attention to detail
- Ability to bridge systems and business processes
- Problem-solving and prioritization
- Cross-team collaboration
- Demonstrates a customer service orientation when supporting internal stakeholders, ensuring needs are addressed promptly and effectively.

Education & Experience

- Bachelor's degree preferred or relevant work experience
- 3–5+ years in grants administration, operations, or program coordination
- Familiarity with grants management systems and reporting tools
- Strong organizational and project coordination skills

Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands:

- The physical demands of this office-based position primarily include prolonged periods of sitting at a desk or workstation.
- The role requires sufficient manual dexterity to perform frequent tasks such as typing, using a mouse, writing, and handling documents.



- Visual acuity is essential for reading printed materials, emails, spreadsheets, and computer screens.
- Effective verbal communication and adequate hearing are necessary for regular interactions via phone, video conferencing, and in-person meetings.
- The position may occasionally require minimal lifting or carrying of items weighing up to 20 pounds, such as laptops, binders, or office supplies, as well as occasional standing or walking within the office environment for meetings or collaborative tasks.
- Additional physical requirements may include occasional travel—which can involve extended periods of sitting, walking through airports, and lifting luggage—or stair climbing in offices where elevators may not be accessible.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position, in accordance with the Americans with Disabilities Act (ADA).

EEO statement: Mat-Su Health Foundation is an equal employment opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.