

Position Summary

The **Director – Grants and Financial Oversight** leads the administration, coordination, and strategic alignment of grant-funded initiatives across the organization. This role is responsible for overseeing the full lifecycle of grants—from development and submission to implementation and reporting—ensuring program goals and funder requirements are met. In addition, the Program Director will provide leadership-level oversight of the organization’s financial reporting processes, contributing to strong fiscal stewardship and transparency.

Due to our network support model and community outreach that requires regional travel, the successful candidate must be based regionally and reside in Northeastern Minnesota or Northwestern Wisconsin.

Key Responsibilities

Grant Program Administration

- Lead the planning, execution, and evaluation of grant-funded programs in alignment with organizational goals
- Coordinate grant development efforts, including opportunity research, proposal writing, and budget planning
- Manage relationships with funders, stakeholders, and program partners to ensure effective communication and collaboration
- Track progress toward grant deliverables, manage timelines, and ensure compliance with funder requirements
- Supervise or collaborate with program staff and contractors to implement project activities and gather outcomes
- Prepare narrative and financial grant reports in collaboration with support staff
- Identify opportunities for strategic partnerships and funding diversification

Financial Oversight

- Collaborate with the Executive Director and accounting vendor to review and interpret financial reports, budgets, and forecasts
- Provide oversight and strategic input on financial reporting for grants and organizational operations
- Monitor grant budgets, expense allocations, and financial compliance in partnership with finance staff
- Support the development of the annual operating budget and contribute to financial planning for new initiatives
- Present financial summaries and implications of grant activities to leadership and board as needed

Policy and Procedure Development

- Develop, implement, and maintain policies and standard operating procedures for organizational consistency and compliance
 - Ensure that operational policies align with nonprofit best practices, grant requirements, and healthcare-related regulations
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Qualifications

- Bachelor's degree in public health, nonprofit management, finance, public administration, or a related field
 - Minimum of 5 years of experience in grant management, nonprofit program leadership, or a similar role
 - Experience with grant writing, program implementation, and funder reporting (private, state, or federal)
 - Strong understanding of nonprofit budgeting and financial management principles
 - Demonstrated ability to manage complex projects, work collaboratively, and lead cross-functional efforts
 - Excellent communication, writing, and presentation skills
 - Proficiency in Microsoft Office Suite, with strong Excel skills; experience with budgeting tools or grant management software a plus
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Preferred Skills

- Familiarity with healthcare or public health systems and community-based programming
 - Experience with restricted funding, grant audits, and federal or state compliance
 - Ability to translate financial data into actionable insights for program decisions
 - Comfortable balancing strategic leadership with hands-on operational responsibilities
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Compensation and Benefits

Salary Range: \$90,000 – 110,000

Benefits:

- Medical and Dental Health Insurance
- Retirement Plan: 401K with company match
- Life Insurance, Short-Term and Long-Term Disability
- Paid Holidays
- PTO

To Apply:

Please complete the Wilderness Health [Job Application form](#) online at [this link](#) and submit a resume and cover letter to careers@wildernesshealthmn.org with the subject line titled, **Director – Grants and Financial Oversight**. Application Deadline is **Friday, April 24, 2026**. For questions, please email careers@wildernesshealthmn.org. For further details please visit our website at [Careers - Wilderness Health \(https://wildernesshealthmn.org/careers\)](https://wildernesshealthmn.org/careers).