**Senior Grants Officer**
Boston Medical Center
Boston, MA
[https://www.bmc.org/](https://www.bmc.org/)

Send Nominations or Cover Letter and Resume to:
Wendy Lazar
Search Director
617-262-1102
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**The Opportunity:**

Boston Medical Center (BMC) stands as Boston’s indispensable hospital and a national model for excellence in caring for the urban and working poor. It exists principally to care for any and every person who walks through its doors, and it does so with innovative treatments — many built right at BMC — and unwavering compassion provided by physicians who are leaders in their fields and highly skilled nursing and professional staff. Striving to achieve the best possible outcome for every patient isn’t ancillary to BMC’s mission — it is BMC’s mission.

At Boston Medical Center, all are welcome and treated equally. The best and brightest physicians, representing virtually every medical specialty, choose to work here for the opportunity to make a difference in their community and beyond. Unwavering in its commitment to the community, BMC is a private, nonprofit, 487-bed, academic medical center located in Boston’s historic South End. The primary teaching affiliate for Boston University School of Medicine, BMC is the
largest safety net hospital and busiest trauma and emergency services center in New England. With a vision to make Boston the healthiest urban population in the world, BMC has a record of achievement and excellence that has improved the lives of millions of people over the years. The latest research, state-of-the-art technology and clinical capabilities are exceptional at BMC. Additionally, innovative programs that transcend the scope of traditional medicine enable its staff to address the complex range of medical, social, economic and emotional factors that affect the health of the most vulnerable patients.

The Senior Grants Officer will play a pivotal role in ensuring the long-term success of BMC’s ambitious and critically important mission. The ideal candidate would come with a deep expertise in Foundation fundraising and be entrepreneurial and creative in developing a strong Foundation fundraising strategy. S/He should possess the ability to effectively manage and execute all aspects of the grant cycle from concept development, to identifying funders to crafting the proposal. This role will also need to be comfortable leading conversations with Foundation leaders and program officers, as well as key internal stakeholders.

Position Overview – Senior Grants Officer

As a member of the dynamic Foundation Relations and Government Grants team, the Senior Grants Officer is an entrepreneur who will cultivate and manage a portfolio of Government and Foundation grants in support of various clinical initiatives, education programs and research at Boston Medical Center (BMC). The successful candidate will be a strategic thinker with strong political sensitivities and excellent judgment; an outstanding writer able to perform under tight deadlines; a skilled project manager able to drive the work of multiple people towards the submission of high quality, competitive grant proposals; an accomplished multi-tasking professional; and seek to develop a keen understanding of the intricacies of the federal process involving NIH, HRSA and CDC, among other federal agencies.

The candidate will be able to perform under stress and relish the many opportunities to develop new multi-disciplinary programs aligned with BMC’s strategic priorities; broker new internal and external collaborations and partnerships; and cultivate new 6-figure funding sources and principal investigators.

The candidate will possess an in-depth knowledge of healthcare service delivery models and trends in the organization and financing of healthcare systems. Knowledge of research and evaluation methods is
needed, along with the necessary background and experience in order to assess scientific proposals for innovation and impact; advise principal investigators concerning proposal content in relation to evaluation criteria; and strengthen proposal content.

The successful candidate will work with senior clinical and administrative staff, including Development colleagues, to brainstorm and generate new opportunities for BMC and manage proposal development. Whenever possible, s/he will facilitate productive dialogue between funders and principal investigators to ensure that proposals have a high likelihood of success. Initiative, drive and superior interpersonal skills are key to this position. The Senior Grants Officer will be responsible for generating new opportunities for BMC and capturing several million dollars of grant support.

**Essential Responsibilities/Duties:**

- Research and identify new potential funding sources (government, foundation and industry) and solicit support for new and ongoing clinical initiatives, education programs and research.
- Maintain a growing portfolio of prospects, both funders and principal investigators, and Foster these prospects through regular communication and stewardship.
- Work with principal investigators, senior clinical and administrative leadership, and Development colleagues to brainstorm and generate new opportunities for the BMC. Drive opportunities from concept through proposal.
- Under the direction of the Director of Foundation Relations and Government Grants and Director of Strategic Grant Initiatives, lead the preparation of federal, state and foundation grant proposals, including writing letters of inquiry, concept papers and proposals; developing budgets and budget justifications; preparing collateral materials; and ensuring compliance with award requirements.
- Work with the Director of Foundation Relations and Government Grants, the Director of Strategic Grant Initiatives, and various hospital departments to obtain materials and information necessary to prepare proposals and reports (e.g., job descriptions, salary requirements and project descriptions).
- Coordinate with BMC Grants Administration staff to ensure compliance with pre-award and post-award internal policies. Interface with Legal to ensure compliance with all laws and BMC policies.
- Collaborate with the Major Gifts unit of the Development Office as needed in strategic planning regarding prospecting of family and corporate foundation prospects.
- Assist in the development of department, unit and personal goals and annual strategic planning process.
- Assist with other initiatives of the hospital as needed, including service in support of major BMC events organized by the Development Office (e.g., Gala).
- Perform other duties and responsibilities as assigned or as needed.
Must adhere to all of BMC’s RESPECT behavioral standards.

**Education:**

- Bachelor’s degree required; Master’s or equivalent preferred.

**Experience:**

Minimum of 5 years of grant writing, program development or research experience required.

**Knowledge and Skills:**

- Proven ability to think critically.
- Excellent writing, editing and interpersonal skills.
- Adept with innovating and collaborating in large, complex systems.
- Track record in managing multiple tasks in a deadline-driven environment.
- Facility in working both independently and as a team player.
- Ability to handle sensitive and confidential matters.

**Special Working Conditions:**

- Will be required to work occasional evenings and weekends in relation to support for events organized by the BMC Office of Development (e.g., the BMC Gala) or to attend donor-related functions.

**Development Overview**

In the past 19 years, Development results have grown from $500,000 to over $50 million on an annual basis with a cost effectiveness among the best in the profession, and BMC has raised $60 million towards the construction of a comprehensive cancer center, as well as established a cancer patient support services fund. The team is on the verge of wrapping up a $325 million campaign. This effort is presently ahead of goal. BMC recently received $25
million to establish the BMC Grayken Center for Addiction Medicine — the largest gift in the institution’s history and the largest private gift in the U.S. during the last decade directed at addiction treatment.

The rapid growth of the Development program at BMC is a unique achievement as BMC serves as the “safety net” hospital for Boston, which demands that the philanthropy program be built without the foundation of Grateful Patient gifts typical for other outstanding academic medical centers.

Boston Medical Center stands apart from other institutions because of its supporters — thought-leaders from the community dedicated to caring for Boston and its surrounding regions. Because of their commitment to its mission, BMC is able to meet the complex needs of its patients — needs that often transcend the scope of traditional medicine — by providing programs that are not reimbursable but are essential to their health and wellbeing. From its trailblazing addiction medicine programs to its hospital-based Food Pantry and Demonstration Kitchen, a shared vision allows BMC to care for its patients — of all ages and walks of life — as a whole and build healthier communities. Thanks to devoted donors, foundations and corporations, BMC raises more than $50 million every year, an unprecedented amount for a safety-net hospital both locally and nationally.

**Overview – Boston Medical Center**

BMC provides consistently excellent and accessible health services to all in need of care regardless of status or ability to pay — *exceptional care, without exception.*

- 72% of patients are from under-served populations.
- 32% of patients do not speak English as a primary language.

Through its commitment to serve everyone, BMC offers numerous outreach programs and services such as:
- health screenings, smoking cessation, preventive food pantry and interpreter services in over 240 languages, 24 hours a day.

Seeing more than more than 1 million patient visits a year in over 70 medical specialties and subspecialties, BMC physicians are leaders in their fields with the most advanced medical technology at their fingertips and
working alongside a highly skilled nursing and professional staff. From the x-ray technologist to the critical care nurse, the admissions staff to the chief of surgery — everyone is committed to providing quality care to every patient and family member with respect, warmth and compassion.

In 2016, BMC’s 747 physicians, 788 residents and fellows, 1486 nurses, 487 beds, and fulltime staff of 5,123 supported 1,108,461 outpatient activities and 25,328 inpatient admissions.

**Boston HealthNet:**

Focusing strongly on urban health, Boston Medical Center is a founder of Boston HealthNet, a network affiliation of the medical center, Boston University School of Medicine, and 14 community health centers. Established in 1995, Boston HealthNet is an integrated healthcare delivery system whose partners provide outreach, prevention, primary care and specialty care, and dental services at sites located throughout Boston and in nearby communities. Physicians who practice at HealthNet locations provide a wide range of comprehensive healthcare services to adults and pediatric patients, with a focus on disease prevention and health education. Patients receiving primary care at HealthNet sites have access to highly trained specialists and cutting-edge technology at BMC while maintaining individualized and culturally sensitive care in their neighborhoods. In 2016, Boston HealthNet health center patients accounted for 32.2% of outpatient visits and 37.8% of all inpatient admissions to Boston Medical Center.

**BMC HealthNet Plan, Inc.:**

BMC HealthNet Plan (BMCHP) is a nonprofit health maintenance organization founded in 1997 by Boston Medical Center. BMCHP’s Massachusetts business, BMC HealthNet Plan, serves over 220,000 members across the state through several product lines that include MassHealth (Medicaid, including CarePlus) and Qualified Health Plan. BMCHP also offers a Senior Care Options plan for individuals age 65 and older who are also eligible for Medicaid.

Because of its ongoing commitment to quality, BMC Health HealthNet Plan’s HMO is rated 4 out of 5 — on a scale of 1 to 5 — by NCQA’s Medicaid Health Insurance Plan Ratings 2016 - 2017. This rating gives BMCH HealthNet Plan the distinction of being one of the highest rated Medicaid health plans in the nation. BMC HealthNet Plan’s Medicaid HMO also has been awarded Excellent Accreditation status by the National
Committee for Quality Assurance. In addition, BMC HealthNet Plan’s Qualified Health Plan program has been awarded accredited status from NCQA, the highest accreditation level available at this time.

In New Hampshire, BMCHP does business as Well Sense Health Plan. More than 70,000 Medicaid recipients have joined Well Sense Health Plan since New Hampshire began offering managed care coverage to Medicaid recipients in December 2013. Well Sense Health Plan’s regional office is located in Manchester. Well Sense Health Plan’s Medicaid HMO has received Commendable Accreditation status from the National Committee for Quality Assurance (NCQA) based on the results from its recent submission of HEDIS® and CAHPS® data to NCQA. In addition, Well Sense Health Plan’s Medicaid HMO is rated 4 out of 5 — on a scale of 1 to 5 — among Medicaid plans in the U.S., according to NCQA’s Medicaid Health Insurance Plan Ratings 2016 - 2017. Well Sense is the highest rated Medicaid plan in New Hampshire.

Comprehensive coverage for hospital, primary, specialty and behavioral healthcare are among the benefits and services provided to all members. In addition, members receive extras beyond traditional benefits, such as free car safety seats and bike helmets for kids, manual breast pumps and dental kits (including electric toothbrush), access to a 24/7 Nurse Advice line, and reimbursements for Weight Watchers® and qualified gym memberships. Visit bmchp.org or wellsense.org for more information.

**Teaching:**

As the principal teaching affiliate of Boston University School of Medicine, BMC is devoted to training future generations of healthcare professionals. Every member of the hospital’s medical and dental staff holds an academic appointment at the Boston University School of Medicine or at the Boston University Goldman School of Dental Medicine. BMC operates 62 residency training programs with 788 resident and fellowship positions.

**Research:**

Boston Medical Center is a recognized leader in groundbreaking medical research. BMC received more than $117 million in budgeted sponsored research funding in 2016, and oversees 568 research and service projects separate from research activities at Boston University School of Medicine. The world-renowned researchers at Boston Medical Center conduct both basic, laboratory-based biomedical research, and clinical research programs, including sickle cell, infectious disease, cardiology, vascular biology, Parkinson’s disease, geriatrics, endocrinology and hematology/oncology.
Campus Redesign

BMC is transforming its clinical campus to prepare the hospital to thrive well into the future. The multi-year redesign consolidates inpatient operations to the Menino side of the campus and transitions services out of the Newton Pavilion in 2018. The goal at BMC is to enhance its patient experience by consolidating services, providing innovative healthcare with its new state-of-the-art accommodations and surgical suites, and ensuring that patients can easily locate their doctor’s office. The result will be modern, welcoming and more efficient spaces to provide the best possible care to patients.

The redesign will include:

- An expanded Emergency Department (ED) unified with Urgent Care and with a separate Behavioral Health area;
- Creation of a Radiology Department next to the ED;
- Creation of a centralized location for state-of-the-art operating room suites;
- A new Women & Infants’ Center in Yawkey, including private labor and delivery rooms, as well as private NICU rooms;
- Intensive Care Units in one location; and
- New bridge to transport trauma patients from the helipad to the ED.

Background Checks:

Prior to submitting your resume for this position, please read it over for accuracy. LLLS does verify academic credentials for its candidates, and our clients frequently conduct background checks prior to finalizing an offer.
To learn more, call Wendy Lazar, Search Director at 617-262-1102 or send nominations or cover letter and resume to wlazar@LLLSearches.com.
All inquiries will be held in confidence.

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Appendix

Leadership:

Kate Walsh
President and CEO

Kate Walsh is President and CEO of the Boston Medical Center (BMC) health system, with annual operating revenue of $2.8 billion. BMC is a private, nonprofit, 487-bed, academic medical center with a community-based focus. The primary teaching affiliate of Boston University School of Medicine, Boston Medical Center has approximately 5,100 employees and 750 physicians. The BMC health system also includes the BMC HealthNet Plan, a Medicaid Managed Care Organization with more than 300,000 members and Boston HealthNet, a network affiliation of 14 community health centers throughout Boston.

Prior to her appointment at Boston Medical Center, Ms. Walsh served as Executive Vice President and Chief Operating Officer of Brigham and Women’s Hospital. She served previously as the Chief Operating Officer for Novartis Institutes for Biomedical Research and at Massachusetts General Hospital in positions including Senior Vice President of medical services and the MGH Cancer Center. Prior to her tenure at Mass General, she held positions in a number of New York City hospitals including Montefiore, Columbia Presbyterian Medical Center, Saint Luke’s–Roosevelt Hospital Center and the New York City Health and Hospitals Corporation.

Ms. Walsh received her Bachelor of Arts degree and a Master’s degree in public health from Yale University. She is a member of the Boards of the Federal Reserve Bank of Boston, the Boston Public Health Commission, the Massachusetts Hospital Association, the AAMC Council of Teaching Hospitals, Pine Street Inn, Dean’s Council of the Yale University School of Medicine, and the Greater Boston YMCA Board of Overseers.

Norman Stein, CFRE
Senior Vice President, Chief Development Officer

Prior to joining BMC, Norman Stein served for 5 years as Associate Director of Development and Director of Leadership Gifts for the Museum of Fine Arts, Boston during its successful $137 million campaign. In this capacity, all aspects of Development activities with individuals from Membership, Annual Funds, Planned and Major Giving and Development operations were under his direction. At that time, Mr. Stein was directly responsible for the two largest gifts in the MFA’s history.
Norman also built the Development program in support of the Nobel Peace Prize winning International Physicians for the Prevention of Nuclear War from 1984 to 1991 from a nascent $300,000 to a $2.5 million operating budget.

Mr. Stein is a graduate of Boston College with dual Master’s degrees from the University of California at Berkeley in Public Policy and Energy Resources. He served as founding President of the Alumni Board of the Goldman School of Public Policy at University of California at Berkeley and was President of the Massachusetts chapter of the Association of Fundraising Professionals.

**Jennifer Fleming**  
*Director, Foundation Relations, Government Grants and Community Benefits*

Driven by a passion to serve vulnerable populations, Jennifer’s development career spans 20 years including fundraising in the health care, human service and environmental arenas as well as corporate giving at EMC Corporation and grantmaking at the Oral Health Foundation.

Jennifer joined Boston Medical Center in 2003 as a grants officer and assumed successive roles including Director of Foundation Relations, Government Grants and Community Benefits nearly two years ago. She led the team to a 38% increase in grant revenue from FY16 to FY17. As BMC’s first Director of Community Benefits, Jennifer negotiated a $6.5M with the state for BMC.

Jennifer earned her Master of Business Administration with a concentration in nonprofit management from the Boston University School of Business and her Bachelor of Arts from Georgetown University.