



Foundation *for*
Healthy Communities

Grant Compliance Coordinator

Foundation for Healthy Communities

The Foundation for Healthy Communities is seeking a Grant Compliance Coordinator to join a first-of-its-kind initiative transforming rural health care across New Hampshire. The Rural Health Transformation Program (RHTP) is a multi-year, CMS-funded program designed to expand access to primary care, behavioral health and workforce development across rural New Hampshire communities. This role is central to the program's success, ensuring every dollar is spent compliantly, every deadline is met and every subrecipient is set up to succeed

The Grant Compliance Coordinator is responsible for ensuring effective grant monitoring, federal compliance adherence and comprehensive documentation management for the Rural Health Transformation Program (RHTP).

Essential Functions:

- Monitor grant activities to ensure adherence to all federal, state and program-specific requirements. This includes, but is not limited to, the review of monthly expenditure reports, supporting documentation and budget-to-actual variance analysis.
- Coordinate with internal teams and external partners to ensure compliance across all RHTP activities.
- Support the preparation of quarterly and annual reports to GO-NORTH and CMS, including compiling financial exhibits, subrecipient activity summaries and technical assistance logs.
- Assist in developing and maintaining policies, procedures and tracking systems for grant compliance.
- Conduct monthly and periodic reviews of program expenditures to confirm alignment with approved grant budgets, allowable costs categories under 2 CFR Part 200 and CMS permissible use requirements.
- Provide technical assistance to project staff and partners on compliance processes and documentation standards.
- Prepare materials for monitoring visits, audits and evaluation activities for Project Directors.
- Maintain accurate and timely documentation, including grant files, contracts, progress reports and audit materials.

- Maintain and update subrecipient records in the selected FHC systems, including tracking compliance document status, reporting deadlines and award milestones.
- Provides administrative support to the VP of Rural Health Transformation and supports the department's administrative needs.
- Support special projects and initiatives directed by the VP of Rural Health Transformation.
- Support calendar and scheduling of Rural Health Transformation department activities.
- Other duties as assigned.

Skills and Knowledge:

- Knowledge of federal grant regulations (e.g., Uniform Guidance 2 CFR 200).
- Adept at making complex compliance concepts understandable and actionable for staff and partners.
- Strong interpersonal and communication skills, with the ability to build and maintain effective working relationships with diverse internal teams and external partners.
- Excellent recordkeeping and documentation accuracy.
- Ability to manage multiple tasks and deadlines.
- Strong analytical and problem-solving abilities.
- Commitment to supporting rural health initiatives and community impact.

Qualifications:

- Bachelor's degree preferred, or 5+ years of related experience in lieu of degree.
- 3-5 years' experience in federal grant management and in federal grant compliance.
- Strong attention to detail and organizational skills.
- Ability to interpret federal grant guidance and translate it into practice.
- Proficiency with data tracking systems, documentation management and Microsoft Office tools.

The grant funded position is full-time exempt, benefits eligible and is office based in Concord, NH with the potential for hybrid remote work. The position reports to the Vice President, Rural Health Transformation. The hiring salary range is \$60,000 – \$70,000.

Interested candidates may apply by supplying a cover letter and resume to Travis Boucher, VP Rural Health Transformation, at Travisboucher@healthynh.org by June 15, 2026.