

GRANTS MANAGER



GENERAL PURPOSE

The Grants Manager is responsible for providing first level supervision and management over staff and technical assistance contractor, various grant programs and selected pilot projects; performs complex analytical and program leadership duties; serves as liaison; and performs related duties as required.

REPORTS TO

Administrative Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, organizes, directs, coordinates, supervises and evaluates the work of assigned staff and contracted service providers
- Provides program oversight, feedback and evaluation of various grant programs and pilot projects
- Oversees grant compliance and budget requirements
- Launches new funding efforts (as directed by the Governing Board) and creates request for proposals/applications, develops scoring rubrics, establishes review processes, monitors fund distribution, and determines reporting requirements
- Develops training materials and facilitates the sharing of best practices between grantees
- Develops cost benefits analyses for project, project budgets and identifying available resources needed
- Prepares, composes, or completes various forms, reports, correspondence, agendas, studies, statistical data, spreadsheets, brochures, or other documents
- Uses a variety of software applications (e.g. Word, Access, Excel, and Power Point) to complete work
- Serves as a project liaison for new and established CMSP grants and pilot projects and initiatives
- Assists and participates in various committees and work groups
- Prepares materials for Governing Board meetings
- Performs related duties as required

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of health and/or human services program development and program administration
- Analytical techniques including statistical data gathering, report writing and presentation methods
- Fundamental public relations techniques

- Office procedures, methods, and equipment including, computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- Principles and practices of record management, work-load management, quality control and program review
- Applicable federal, state, and local laws, codes, and regulations
- English usage, spelling, grammar, and punctuation

Ability to:

- Conduct analytical studies and collect, compile and analyze qualitative and quantitative data
- Communicate clearly and concisely, both verbally and in writing
- Organize and prioritize work assignments
- Use automated technology to maintain records and files
- Work with sensitive and confidential information
- Establish and maintain effective working relationships with others

Training and Experience:

Education

Bachelor's degree from an accredited college or university in Social Sciences, Public Health, Health Sciences, Public Administration, Public Relations, Social Work, or related field. Master's degree in a related field preferred.

and

Experience

Five (5) to seven (7) years relevant professional experience, which should include exposure to grants administration and/or management within a healthcare or human services field and at least two (2) years of supervisory experience.

SALARY & BENEFITS

\$75,000 - \$95,000 per year depending on experience

TO APPLY

Send your resume and cover letter by 5:00 p.m. on August 15th, 2019 to:

jobs@cmspcounties.org.