



Project Development Coordinator

Job Code: GRC - 116
Revision Date: Dec 21, 2018

Salary Range:
\$20.31 - \$33.23 Hourly
\$1,624.80 - \$2,658.40 Biweekly
\$42,255.00 - \$69,124.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to identify, evaluate and cultivate new sources of grant funding and state/federal contract opportunities. Maintains the support of current grantors to ensure the successful attainment and growth of grant funding for the organization. Makes recommendations the agency regarding grant and contract related opportunities that most closely meet current organizational strategic priorities. Provides performance, compliance and financial oversight of active grants/programs.

This class works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Applies for grant and contract opportunities, grant/contract development based on organizational priorities. Coordinates grant writing activity with subject matter experts. Completes and submits grant applications and contract applications.
- Monitors contract and grant compliance of funded programs through tracking programmatic indicators to make recommendations on how to maximize grant and/or contract performance.
- Identification of grant and contracting opportunities. Researches current and potential grant opportunities, requests for proposals. Compiles research on available funding opportunities and summarizes the major grant requirements.
- Establishes complete understanding of programs and services needed to implement funded programs. Provides technical assistance to program and grant managers and/or supervisors.
- Compiles program data for report submissions. Reviews program reports submitted by program supervisors or managers to ensure quality assurance.

- Monitors expenses of all grant funded programs by tracking financial indicators, make recommendations to meet expenditure benchmarks; receive and prepare program and financial reports and review before submission to funding agencies.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Marketing, Communications, Business or Public Administration or related field, supplemented by two (2) years of progressively responsible experience in data analyses, grant or proposal writing, project management or related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.