



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 for funding opportunities through grants, community partnerships and local/state/federal contract opportunities. Assists with research, data analysis and writing of new funding initiatives (e.g. grants, contracts, and business proposals), ensuring the delivery of timely proposal execution. Makes recommendations regarding grant and contract related opportunities that most closely meet current organizational strategic priorities.

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.

- Researches federal, state, and local government resources as well as private foundation grant offerings to identify requests for proposals that can support agency/community programs and services.
- Analyzes grant/contract opportunities for value and makes recommendation based on the analysis.
- Develops, writes, and edits grant proposals that support agency/community programs and services.
- Compiles research on available funding and summarizes major grant requirements.
- Conducts research and data analysis to establish agency/community needs for grant proposals.
- Establishes complete understanding of agency/community programs and services needed to implement funded programs.
- Develops working relationships with potential grantors and community partners to establish specific understanding of grant/contract requirements in order to determine feasibility and organizational fit.

- Develops briefing materials and reports, oral and written, including one-page handouts and talking points to ensure agency is knowledgeable on project matters as related to new and current funding initiatives.
- Develops and prepares proposal budgets based on programmatic needs in collaboration with the finance department and program chiefs and directors.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in English, Political Science, Communications, Business or Public Administration or related field, supplemented by three (3) years of progressively responsible experience in grant or proposal writing, data analyses, project management or related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. Must possess excellent technical/analytical and persuasive written and verbal communication skills. Proficiency with online grant submission systems, such as Grants.gov, E-grants.gov.texas.gov, eRaCommon, among others.

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.