



Cincinnati-Hamilton County Community Action Agency

We help make things happen

JOB DESCRIPTION -- 11/10/09

ARRA Funded Position Ends September 30, 2010

POSITION TITLE: Program Developer **FLSA STATUS:** Non-Exempt
DIVISION: Community Services **PAY GRADE:** (6)
HIRING RANGE: \$12.97 - \$15.89
WORK HOURS: Mon-Fri, 8:00a.m. -5:00 p.m. 80 bi-weekly, requires evenings and weekends

LOCATION: Cincinnati-Hamilton County Community Action Agency (C-HCCAA)
1740 Langdon Farm Road,
Cincinnati, Ohio 45237

POSITION SUMMARY:

Responsible for writing proposals and completing grant applications available through federal, state, and local governments, nonprofit and private corporations and foundations. Conducts on-going research and identification of funding sources. Submits timely and accurate reports for all existing grant funded programs and projects.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Conducts the full range of activities required to prepare and submit grant applications to government, foundation and corporate sources
2. Research a variety of resources and technological tools to identify funding opportunities to support C-HCCAA's programs and services.
3. Researches foundations and corporations to identify and evaluate prospects for corporate and foundation grants.
4. Works with the agency's Finance Department to gather information necessary to report to corporate/foundation grantors on current grant programs.
5. Participates in program evaluations and compiles grant reports as required by government, foundation and corporate donors.
6. Plays an active role in conducting community assessment activities
7. Provides stewardship to current donors, which includes working with Grant and Program Directors to provide regular written updates to government, corporate and foundation donors.
8. Assist agency program administrators with data analyses and developing statistical reports used to measure and evaluate grant performance.
9. Assist program managers in program/project implementation and evaluation.
10. Creates and maintains database for tracking and reporting grant application status to ensure accuracy and timeliness of application submission.
11. Serves as a support to the agency's strategic planning initiatives.
12. Coordinates on-site tours of agency programs and services with CAA staff and current/prospective grantors.
13. Assists with other duties and fundraising projects as assigned.

QUALIFICATIONS AND REQUIREMENTS:

The incumbent must have:

1. A Bachelors degree from an accredited college or university. Degrees in Community Development, Public Administration, Business Administration, Liberal Arts, or related field preferred.
2. Research and writing experience, which may be gained through higher education and/or work experience.
3. Knowledge of non-profit organizations, fundraising information sources, basic fundraising techniques and strategies preferred.
4. Ability to work well in a team environment, handle multiple assignments and meet deadlines.
5. Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
6. Be able to effectively communicate with clients and coworkers.
7. Please submit a writing sample with application.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Work environment:

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

Physical demands:

This position requires bending, stooping, and lifting objects weighing up to 15 pounds
Manipulate, handle, feel, and control items or equipment;
Able to read, write, and interpret written documents.

ORGANIZATIONAL STRUCTURE:

Reports to:

Manages: None

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.