



**Phone:** (513) 569-1840 \* **Fax:** (513) 569-4354 \* **Website:** [www.cincy-caa.org](http://www.cincy-caa.org)

**JOB DESCRIPTION**

<b>Position Title:</b>	Research & Development Administrator	<b>FLSA Status:</b>	S-Non-Exempt
<b>Division:</b>	Community Services	<b>Pay Grade:</b>	8
<b>Work Hours:</b>	8:00 AM-5:00 PM Mon-Fri, Weekends and evenings	<b>Revision Date:</b>	December 2017

**Work Location:**

Cincinnati-Hamilton County Community Action Agency \* 1740 Langdon Farm Road \* Cincinnati, Ohio 45237

**POSITION SUMMARY**

Research, plans for, develops, and implements, through fund development, new and existing grant programs. Manages all community Services grant resources and programs data to ensure compliance with federal, state and local regulatory agencies, and to be in accordance with CAA policies.

**ESSENTIAL JOB FUNCTIONS:**

*Under General Supervision:*

1. Serves as the program expert in the area of Program Outcomes Analysis.
2. Assists in developing, implementing and monitoring Community Services Block Grant (CSBG) Workplan.
3. Coordinates and monitors Community Services' response to calls for proposals and participation in grant programs.
4. Researches other high quality, successful workforce, HEAP, Community Engagement and Emergency Services programs.
5. Prepares, reviews, processes, and submits grant applications, letters of intent, and other related funding proposal correspondence/documentation.
6. Acquires data from primary or secondary sources to support proposals; collaborates with variety of staff, management, and executive leadership to produce successful and timely grant applications.
7. Works with program and other relevant staff to develop high quality proposals.
8. Develops and implements database, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
9. Collects, analyzes and creates reports from customer satisfaction surveys and from primary and secondary sources.
10. Maintains updated library of data and information to enable comprehensive responses under tight timelines, preventing duplication of efforts.
11. Prepares and assembles supplemental data and tracks grant through approval process.
12. Assists in administering and managing Community Assessment process
13. Works with CS leadership to develop data dashboard templates and any other data
14. Acts as Community Services Division's Ohio Community and Energy Assistance Network (OCEAN) help desk.
15. Provides planning and development services with high quality and confidentiality for Community Services division.
16. Monitors and analyzes program data including customer files and addresses any discrepancies in data completeness.
17. Quarterly and annually collects and analyzes community services program outcomes and customers satisfaction data.
18. Prepares quarterly ROMA Workplan Report and CSBG Information Survey (IS) Annual report

The above statements are intended to describe the general nature and level of the work being performed by staff assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, C-HCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.



## QUALIFICATIONS AND REQUIREMENTS

*The incumbent must have:*

1. Bachelor Degree in Business Administration, Public Administration, Mathematics, Computer sciences, or a related field, from an accredited college or university.
2. Minimum three (3) years successful grant (government and private) development, project management, data management, data analysis and project/program evaluation experience, with one (1) year of Quality Assurance Administration experience.
3. Minimum two (2) years of relevant experience in non-profit and/or Community Services environment.
4. Outstanding verbal and written communication, problem solving, and project management skills.
5. Demonstrated knowledge and understanding of non-profit funding streams and structures; strategic fund raising and revenue enhancement; and analytical, operational, and/or statistical methods used in problem solving and decision-making.
6. Ability to author presentations and give speeches, as required by grant specifications.
7. Must have and maintain a valid driver's license.
8. Must have and maintain valid automobile insurance.
9. Reliable, consistent attendance is required.

## 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:

Includes both a typical environment, with minimal exposure to excessive noise or adverse environmental issues. Involves local travel, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards. Ability to work in a variety of Cincinnati/Hamilton County neighborhoods.

### PHYSICAL DEMANDS:

Ability to meet the following physical requirements with or without reasonable accommodation:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Walk, bend, kneel, and reach;
- c. See and be able to read, write, and interpret written documents.

## ORGANIZATIONAL STRUCTURE:

**Reports to:** Community Services Senior Manager

**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.**

Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or "at-will," meaning that both you and the employer may end the employment relationship with or without reason, cause or notice. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee's employment, or otherwise alter an employee's position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.