



Phone: (513) 569-1840 * **Fax:** (513) 569-4354 * **Website:** www.cincy-caa.org

JOB DESCRIPTION

Position Title:	Grant Administrator	FLSA Status:	Non-Exempt
Division:	Head Start	Pay Grade:	8
Work Hours:	8:00 a.m. – 5:00 p.m., 80 hrs. Bi-weekly, requires evenings and weekends.	Revision Date:	April 2017

Work Location:

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

POSITION SUMMARY

Researches, plans, develops, and implements strategies to obtain financial resources through grant writing activities for Head Start services in accordance with Head Start Performance Standards, federal, state, and local laws and regulations, and CAA policies.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Identifies responses to calls for proposals and participation in grant programs.
2. Prepares, reviews, processes, and submits grant applications, letters of intent, and other related funding proposal correspondence/documentation.
3. Gathers information from diverse sources to support proposals; collaborates with a variety of staff, management, and executive leadership to produce successful and timely grant applications.
4. Works with program and other staff to create budgets, scopes of work, and other critical grant elements.
5. Utilizes data to enable comprehensive responses under tight timelines.
6. Prepares and assembles supplemental data and tracks grant through approval process.
7. Coordinates the development, communication, and execution of grant opportunities.
8. Responsible for coordination and completion of the Community Assessment
9. Produces reports for HS/EHS management, including delegates, based on grantee-wide data collection and analysis including recommendations for program improvement (Annual goals and objectives, child outcomes, CLASS, etc.)
10. Maintains a good level of attendance.
11. Performs other duties as assigned.

This is a list of primary job functions. Other duties may be assigned as necessary for the successful operation of the organization.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have:

1. A Bachelors degree from an accredited college or university in Business Administration, Finance, Education, Economics, Public Administration, or a related field.
2. Two years successful grant writing and management experience.
3. Two years of relevant experience in non-profit and/or Head Start 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 fundraising and revenue enhancement; analytical, operational, and/or statistical methods used in problem solving and decision-making
6. Ability to author presentations and speeches, as required by grant specifications; and to read, analyze, and interpret information about data, people, and programs.
7. Proficient computer experience in Microsoft Office software and internet search.
8. Experience working with diverse populations, including low-to-moderate income families.

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 office environment, with minimal exposure to excessive noise or adverse environmental issues, and local travel, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

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. Talk and hear;
- c. See and be able to read, write, and interpret written documents;
- d. Effectively communicate with the public;
- e. Lift and move objects weighing up to 15 pounds.

ORGANIZATIONAL STRUCTURE:

Reports to: Planning and Data Manager

Manages: N/A

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.*