



## Position Description

<b>Title:</b>	Director of Grants and Data Management
<b>Classification:</b>	Exempt
<b>Department:</b>	Administrative
<b>Reports to:</b>	Executive Director
<b>Position Summary:</b>	Responsible for the operational success of HSP by providing leadership, grant and budget development and oversight to sustain and grow HSP programs. Responsible for leading and supervising the Data Management team of HSP.

### Essential Functions:

- Provide leadership, supervision, guidance support and direction to staff, interns and volunteers
- Develop strategic communications and partnerships by translating program goals and information into unified concepts, tones and messages. Review/revise strategy to keep current with agency needs
- Identify, prioritize, develop, write, manage and evaluate grants based on agency's identified needs
- Review grant award conditions and ensure compliance with related Federal, State and local laws, record keeping and other grant requirements
- Provide guidance and recommendations to Executive Director and Program Directors
- Review budget information to ensure the appropriate award and funding levels are met
- Assist with overall agency and program budget development and management
- Work with Fiscal Team to streamline and oversee maintenance of reports on all funding sources & evaluate based on agency budgetary needs
- Coordinate and supervise Data Management team of HSP, providing leadership, guidance, and oversight.
- Incorporate the Data Management center of HSP with all Interdepartmental members of Leadership to capture, maintain, analyze and effectively manage HSP data bases.

HSP – Position Description – Updated 1/6/2016

#### **All positions subject to background check**

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*

**Knowledge, Skills and Abilities:** Knowledge of budgeting and accounting. Ability to interface with all levels of staff and various funding entities. Knowledge of governmental entities (HUD, DHR, GOCCP etc.) and government registrations System for Award Management (SAM) Central Contractor Registration (CCR), Grants.gov., etc. Ability to research, analyze and evaluate agency and program requirements, policies and legal documents. Experience in Data Management and supervision of Data Management staff. Must be proficient in Microsoft Office (Word, Excel, Outlook etc.) and able to use computer software programs and/or other applications. Ability to work with and interpret data, financial records, databases and spreadsheets. Ability to make persuasive presentations on complex topics to boards, top management, public groups and staff. Must possess a high level of energy, motivation, persistence and positive attitude. Must possess excellent written and verbal communication skills. Must be able to maintain confidentiality. Must have excellent organizational skills, time management skills and the ability to meet deadlines. Must be positive, cooperative and supportive.

**Educational Requirements:** Candidates for this position must possess the following: Four year college Degree (BS/BA) in Business Administration or related field. Minimum five years of experience procuring, writing and coordinating grant applications (human service areas preferred).

**Supervisory Responsibilities:** Strong supervisory experience is required for staff, interns and/or volunteers

**Work Environment:** This position has contact with all levels of personnel within and outside the agency. Typical office setting. Sedentary.

**Position Type/Expected Hours of Work:** Full Time (40 hours/week). Normal office hours.

**Travel Requirements:** Minimal local travel. Occasional distance travel may be required for meetings/training/presentations.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_