



JOB DESCRIPTION

Position Title: Director, Grant Operations

Department: Science and Practice – MATCH Initiative

FLSA Status: Exempt

Reports to: VP of Practice & Learning

Last Reviewed: July 2024

Supervises: Grant Logistics Program Manager, Communications Manager, Meeting Planner

BASIC FUNCTION

Reporting to the VP of Practice & Learning, the Director, Grant Operations is responsible for directing the strategy, operations, and tactics in grant(s) administration, proactively managing compliance responsibilities and financial budgeting as it pertains to multi-year Cooperative Agreement and other sub-grants. Will assume a leadership role in guiding the strategic direction of the Association's interests as it pertains to the MATCH Public Health Initiative and Cooperative Agreement with Emory University, funded by CDC. Will direct the efforts of staff reports to collaborate closely with other departments to meet organizational goals and grant objectives. Will also represent ADCES through collaborative relationships and alliances with external stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the operations, administration and financial controls of Cooperative Agreement life cycle to ensure compliance and adherence to legal and regulatory agreement provisions.
- Oversees development of grant documentation and budgeting in collaboration with ADCES leadership and Cooperative Agreement partners.
- Monitors grant related expenses, regularly evaluating financial reports and ensuring regulatory and legal compliance. Creates strategies for improving budget and financial planning processes. Ensures that the organization follows grant accounting best practices and complies with legal regulations.
- Oversees grants logistics, and other operational activities including MATCH focused communications and event planning coordination. Identifies opportunities to optimize grant workflow, ensuring quality and timeliness of timelines, deliverables, and project work.
- Works to cultivate and maintain collaborative relationships with external parties as it pertains to proposals, bids and contracts with vendors, consultants, subject matter experts, etc., to effectively achieve targeted outcomes of MATCH initiatives.
- Works with members of Senior Leadership to identify strategies that increase consistency and effectiveness of grant administration and operations.

- In cooperation and collaboration with other department leaders and stakeholders, develops strategies and project plans that support operational goals of the MATCH Strategy Teams.
- Represents the Association in a professional manner at external partner and government agency meetings. Enhances the image of the Association in the healthcare industry and reinforces ADCES' leadership in diabetes education and chronic disease management.
- Monitors performance and administers annual performance appraisals for staff and direct reports. Meets regularly to discuss workload and goals, and provides guidance, coaching, and regular feedback as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Prior grant management, annual budgeting and contract experience required; along with ability to develop a focused business plan that delivers both financial and project results.
- Leadership skills required with prior supervisory experience. Must possess ability to effectively manage and mentor both individuals and teams.
- Must possess excellent project management skills, with ability to manage multiple tasks and priorities, preferably in an educational, health or non-profit environment.
- Collaboration, innovation, and negotiation skills are essential.
- Demonstrated experience managing legal, government and regulatory compliance requirements associated with related grant awards and agreements.
- Skilled at writing and communicating grant related documentation and messaging.
- Knowledge of public health, diabetes and/or chronic diseases experience preferred.

EXPERIENCE/EDUCATION

- Bachelor's Degree in a related field required (Business Administration, Healthcare Administration, etc). Advanced education in related area of study preferred.
- Minimum of 5+ years applicable work experience, with demonstrated experience and knowledge in grant management, grant writing, and grant administration. Must be experienced in related compliance activities and procedures.
- Prior supervisory experience: minimum of 2-3 years preferred.
- Prior experience in healthcare-related, education, and/or nonprofit organization(s) highly desired.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to effectively communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Occasional local and out of state travel may be required.

WORKING CONDITIONS

Majority of work performed in a hybrid office environment. Position requires availability for extended hours, plus non-traditional hours required to perform job duties. Also requires participation and attendance at organization sponsored events and meetings that require local and out of state travel.