



JOB DESCRIPTION

Job Title: **Grants Lead Specialist-ARPA Grant Funded**

Reports to: Deputy Executive Officer

Supervises: NA

Job Code: 215 This position is grant funded and will continue until funds are depleted.

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: \$47,500-\$61,090

Position Summary:

Performs advanced professional duties in the development, validation, integration, coordination, evaluation, and support of research and grant data; utilizes database in support of ELCOC reports. Exposed to sensitive information that requires considerable use of tact, diplomacy, discretion and judgment. Must maintain all coalition employees' and client information/data confidential. Follows up with grantors to determine monitor grant status.

Essential Job Functions:

I. Data & Accountability

- Participates in planning grant projects, including drafting grant applications.
- Determines most appropriate methods appropriate methods for assessing program effectiveness.
- Gathers, analyzes data and prepares reports.
- Ensures all necessary documentation in place for research & evaluation process & protocols.
- Coordinates ELCOC dashboard and ensures current metrics are represented for benchmarked outcomes.
- Develops protocols for research and program evaluation for ELCOC projects and programs.
- Recruits and interviews individuals using appropriate methods and standards.
- Responsible for ensuring data is gathered accurately, completely and in a timely manner in adherence with grant and funder requirements.
- Maintains database records and verifies accuracy to ensure the reporting needs of the ELCOC for program reports.
- Compiling and cleaning quantitative and qualitative data and storage of competed data.
- Assist with the design of tools for efficient data collection (Salesforce page layout, surveys, questionnaires, record types, etc.).
- Identify and understand problems through forecasting, gap analysis, quantitative reporting, research, and other appropriate methods of analysis.
- Interfaces with other departments to support effective data collection.
- Researches and resolves errors affecting the integrity of project data.
- Compile and analyze data points.
- Collects, monitors, organizes and reports data as required by Senior Staff.
- Maintains historical data from ELCOC projects and initiatives to assess trends over time.
- Assists in the updating and revisions to Coalition plan, including plan amendments.

II. Administrative Support

- Maintains the Special Projects research initiatives data records and other ELCOC data and dashboards.

- Works on assignments that are moderately complex in nature where judgment is required in resolving problems and making routine recommendations.
- Ability to translate research and data findings into presentations and reports.
- Recommend changes and improvements based on research findings.
- Monitors, analyzes, and summarizes current developments in relevant research areas.
- Facilitates the generation of special reports in collaboration with the Chief Executive Officer as required.
- Assist in preparing Power Point presentations for board meetings, committee meetings and community support as needed.

(This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Ability to work with several groups of users simultaneously.
 - Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
 - Strong written and verbal communication skills with technical writing skills a must.
 - Able to multitask, prioritize, and manage time efficiently
 - Ability to plan, organize, coordinate multiple projects, set priorities, meet deadlines and follow-up on delegated assignments with little or no supervision.
 - Strong attention to detail and accuracy to ensure integrity of data gathered by ELCOC
 - Knowledge of administrative and clerical procedures, equipment and systems such as copier, fax, word processing, managing files and records, designing forms, and other office procedures.
 - Proficiency in the operation and use of a personal computers and computer software applications (Microsoft Office Suite). Ability to navigate the Internet.
 - Ability to effectively communicate sensitive information and exercise sound judgment within scope of authority.
 - Knowledge of customer service techniques.
 - Ability to work collaboratively and foster teamwork amongst cross-functional teams.
 - Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
 - Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of our community.
 - The employee is frequently required to stand; walk, stoop and kneel.
 - The employee must be able to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision. Specific auditory abilities required by this job include to efficiently listen and effectively communicate with others to carry out essential job duties.
 - Ability to establish and maintain effective working relationship with a variety of constituents.
 - Ability to identify and solve problems and deal with a variety of variables.
 - Must possess a valid Florida Driver's License with ability to travel and make providers/community /board meetings to and from work, and to travel to off-site locations.
 - Ability to work flexible/hours schedule i.e. occasional Saturdays, early mornings or evening hours.
 - Professional appearance and presentation.
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Education and Experience:

Required:

- Bachelor's Degree in Grant/Business/Educational Administration, Early Childhood Education/Child Development, Psychology, Social Work or a related discipline.
- A minimum of three (3) years directly related experience preferred.

- Documented experience related to research/monitoring/auditing or evaluation.
- Documented prior experience with data management and analysis.
- Expert level Word, Excel, and data base skills required.
- Knowledge of SharePoint Access Platform and Salesforce beneficial.

Preferred:

- Master's Degree in Research Administration, Early Childhood Education/Child Development, Psychology, Social Work or a related discipline.
- Three years' supervisory or management experience.
- Program experience with research and data analysis.
- Bilingual - Ability to communicate in the Spanish language both verbally and in writing helpful.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

This job description (**Grants Lead Specialist**) was reviewed by HR and the C.E.O.

Send Cover Letter and Resume to:

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By Fax to: 407-749-0287

By Mail to:

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