



## JOB DESCRIPTION

Job Title:	<b>Grant Manager- ARPA Grant Funded (2 Positions available)</b>
Reports to:	Deputy Executive Officer
Supervises:	Yes
Job Code:	218-The is a grant funded position that will continue until funds are depleted.
FLSA Status:	<input checked="" type="checkbox"/> exempt <input type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	\$46,388-\$73,393

### Position Summary:

Responsible for managing grant awards, tracking program, evaluation indicators and evaluation preparing status evaluation. 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.

## Essential Job Functions

### I. Data & Accountability

- Participates in planning research 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 the grant(s).
  - Coordinates ELCOC dashboard and ensures current metrics are represented for benchmarked outcomes.
  - Develops protocols for research and program evaluation for ELCOC projects and programs.
  - 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, records etc.).
  - Identify and understand problems through forecasting, gap analysis, quantitative reporting, research, and other appropriate methods of grant 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. **Grants**

- Provides support to Director and Program Leads with approved budgets to ensure proper accountability of grant (revenue and expenses).
- Prepares and adheres to project timeline.
- Responsible for ensuring adherence to state and grant fund partner standards of accountability.
- Responsible for ensuring all program data is completed accurately and tracked throughout program year.
- Prepares own timesheet and expense report on a timely and accurate basis.
- Assists in the preparation of monthly and annual reports to for ELCOC and funding partners

## III. **Research and Writing Grant Proposals and Requests**

This position works closely with other grant-focused team members to identify, write, and present proposals and grant opportunities that supplement and support agency initiatives.

(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.)

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### **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 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 and distance vision. Specific auditory abilities required by this job include to efficiently listen and effectively communicating with others to carry out essential job duties.
- Ability to establish and maintain effective working relationships 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 Research/Grant 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 database 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.

### **Send Cover Letter and Resume to:**

[tbrady@elcoc.org](mailto:tbrady@elcoc.org)

**By Fax to:** 407-749-0287

### **By Mail to:**

Early Learning Coalition of Orange County  
Attn: Theresa Brady  
Human Resources Manager  
7700 Southland Blvd. Suite #100  
Orlando, FL 32809