

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Position: Grant Program Manager

Position to be filled: November 27, 2017

Starting Salary: \$53,968 annually

Reports to: Supervisor

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Minimum Requirements:

- Bachelor's degree in public health, public health administration, or related field.
- Minimum of three years of experience with grant administration or other related experience.
- Demonstrated knowledge of grant research & writing, and RFP processes.
- Valid driver's license and insurance at time of appointment
- Strong relationship management and training development skills.
- Strong customer service, verbal and written communication skills, and effective presentation skills.
- Good interpersonal relationship skills including cultural sensitivity and competence.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft Excel.
- Proficiency with use of databases and for data querying and reporting.
- Mathematical aptitude necessary to assist with the development of program budgets and monitor expenditures.
- Ability to preserve confidentiality of program records.
- Ability to coordinate, develop, implement and expand grant related health care programs.

Responsibilities:

- As team leader, researches, assists in developing, and implements new and existing CCBH programs. Assists in seeking grant funding opportunities, preparing grant proposals and writing grant applications.
- Leads the development of grant proposal contents and leads the process of gathering required supporting materials (i.e. letters of support, etc.).
- Participates in coalition building activities and evaluation process focusing on injury and violence prevention programming.
- Utilizes knowledge of Policy, Systems and Environmental Change Strategies relating to injury and violence prevention programming.
- Participates in program budget development. Assists in monitoring program and/or subgrantee budgets.
- Monitors and provides support to subgrantees regarding program/curriculum implementation and achievement of program goals.
- Manages the acquisition of program materials & supplies and delivery of high quality services to program participants. Provides programmatic technical assistance to subgrantees as necessary.
- Conducts training needs assessments and coordinates and facilitates regular training sessions for assigned program(s). Conducts post-training evaluations.
- Assists with the establishment and maintenance of internal and external relationships and leverages relationships to maximize program and training effectiveness.
- Monitors grant budgets and balances of assigned program(s) to ensure that all program expenditures are approved and aligned with budget parameters.
- Participates in local and state-wide meetings to stay abreast of changes in public health trends and regulations that may impact assigned program(s).
- Participates in public health emergency activities as needed.
- Performs other duties as assigned.

Forward pre-employment application to:

Human Resources
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
Email – hr@ccbh.net

Deadline to Apply: 4:30 p.m. on Tuesday, October 10, 2017

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website, www.ccbh.net. Please submit your resume along with your application.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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