



Job Description

Title: Grants Administrator

Reports To: Executive Director

Position Summary: The Grants Administrator coordinates and monitors the services provided by contracted agencies, including the conducting of partner agency records reviews. This position is responsible for providing pertinent information to the Executive Director and the Board that will help ensure compliance to contracts and assures accountability of the Franklin County citizen's tax monies. This position performs administrative and office support activities, including maintaining agency records and coordinating office operations for the Executive Director. In addition, this position will serve as a representative in the community, assisting in the continued creation of a system of care safety net for the children and families of Franklin County. The position is approximately 50% grants management, 25% administrative duties, and 25% community engagement.

Duties:

- Ensure that all contracted agencies are in compliance with FCCRB policies and procedures through visits and annual on-site audits.
- Review and modify annual application process, providing technical assistance to agencies making application for funds.
- Provide technical assistance to agencies regarding outcome management.
- Ensure that quality assurance systems are in place and provide assistance as needed.
- Maintain records of outcomes from contracted agencies in the preparation of the annual report.
- Assist Executive Director regarding presentations to the community and the development of the needs assessment and other community development activities.
- Prepare materials for Board meetings and arrange meeting logistics
- Monitor and update FCCRB websites and Social Media presence in conjunction with the Executive Director
- Act as contact person for events and presentations, as requested
- Coordinate details for special meetings and/or events
- Other duties as seen fit by the Board of Directors and Executive Director after mutual consultation.

Qualification Requirements:

- Knowledge: Bachelor's degree in social work, human services, business, finance, communications, or accounting.
- Experience: Minimum of three (3) years of experience in a service environment, preferably in social services.
- Skills and Abilities: Apply common sense understanding to carry out instructions in written and oral form. Ability to communicate effectively both in written form and orally. Ability to solve problems. Ability to work independently. Ability to exercise discretion regarding confidential information. Ability to make presentations and speeches to a variety of audiences.
- Equipment Usage: Ability to use a personal computer and related software
- Must be willing to submit to and pass a background check

Beginning Salary/Benefits: \$41,600 per year, dependent upon experience and qualifications. Benefits package includes health insurance up to \$500 per month towards premium, dental insurance, Paid Time Off (PTO) beginning at 120 hours annually for the first year, holidays set forth under the Personnel Policies of Franklin County (currently 14 observed), and LAGERS retirement.

The FCCRB is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.