

**JEWISH FAMILY AND CHILD SERVICE
JOB DESCRIPTION FORM**

Job Title: Program Development and Grant Manger

Salary Grade:

Program/Department: Administration

Supervisor: Executive Director

Date Prepared/Updated: April 2, 2009

Purpose and Qualifications for Job:

The purpose of this position is to work in conjunction with the Executive Director to develop and coordinate all programs and services and all grant development and reporting in keeping with the overall mission and strategic planning of the agency.

This position requires a Master's degree in Social Work with emphasis on program management, grant writing and reporting, program evaluation and outcomes and leadership and team building.

Job Responsibilities:

1. Assist in furthering the mission of JFCS by:
 - Adhering to the agency's organizational policies and procedures.
 - Developing and managing grant revenue
2. Maintain professional and ethical competency by:
 - Adhering to the NASW Code of Ethics.
3. Responsibilities:
 - Research, write, track, monitor and report on all grant programs in the agency to ensure that all deadlines are met and that materials are in keeping within agency standards.
 - Develop reporting schedules and systems and orient program staff to ensure that they are properly utilized to satisfy goals and objectives of projects and grants.
 - Ensure that all grant deadlines, requirements, and guidelines are met.
 - Develop programs based on goals and mission of the agency and the availability of funding.
 - Make recommendations to the Executive Director regarding what staffing resources are necessary for the implementation of programs and services.
 - Monitor programs to ensure that we are adhering to contractual agreements, grant requirements and addressing the needs of our constituents in the best possible ways.
 - Produce grant reports including grant development activities and grant income specific to programs and services offered by the agency.
 - Monitor program evaluation and outcome measurements and procedures to ensure that programs are effectively meeting client needs and program objectives.
4. Other duties as assigned.

(Employee)

(Executive Director)

(Date)