



AVAILABLE POSITION

Job Title:	MANAGER OF RESOURCE DEVELOPMENT	FLSA Status:	Exempt
Reports To:	DIRECTOR OF BUSINESS OPERATIONS	Classification:	Classified
Department:	BUSINESS OPERATIONS	Last Revision	FEBRUARY 2020
Approved By:	EMILY PROVANCE, DIRECTOR OF HUMAN RESOURCES	Date:	2/10/2020

PURPOSE

Under general direction of the Director of Business Operations, responsible for resource development and the researching, identifying, developing and writing of Federal, State, Local and Foundation grant proposals, generating revenue for STARKMHAR approved programs and services; supervises Grants Accountant.

ESSENTIAL JOB FUNCTIONS

1. **Research & Analysis:** Oversees prospect research on public and private funding opportunities at the local, state, and national level, including monitoring relevant grant list services that correspond with StarkMHAR programs and activities. Develop an in-depth understanding of the criteria and priorities applicable to each granting program and provide informed recommendations as to the appropriate funding leads to pursue. Create strategic approach for each grant proposal;
2. **Coordination & Planning of Grant Writing:** Collaborate with Director of Business Operations and other depts. to develop and submit well researched, well written, and well documented grant proposals, including the identification of measurable goals and objectives for program development; compiling program outlines, materials, and data to write compelling narratives.
3. **Grant Writing & Preparation:** Generate proposals and supporting documents in response to solicitations; Coordinate data collection and synthesize complex information into clear and concise letters of inquiry and grant proposals; Oversees the development of budget and financial report documents in collaboration with Clinical and Fiscal staff for the submission of new grants; Facilitate on-line grant submissions;
4. **Post Award Coordination & Management:** Prepare evaluation reports consistent with funder requirements; Oversees the development and maintenance of grants calendar; Responsible for overall analysis of grant activities to determine and maintain best practices in grants management; Assist in the successful integration of newly awarded grants both internally and externally, including oversight of Sub-Recipient monitoring and training of Sub-Recipient staff;
5. **Resource Development Planning:** Initiate process for creation of STARKMHAR Development Plan, which includes annual fund development campaigns, special events, and data management; Oversees maintenance of catalogue of all StarkMHAR Funding Sources;
6. **Regional Projects:** Collaborate with regional partners on grant writing and management, when necessary; Facilitate regional communication regarding funded proposals, when needed;
7. **Agency Assistance:** Provide technical assistance around STARKMHAR contract providers' grants submission, at the contact provider's request; participate actively, becoming familiar with the county public behavioral healthcare system and other relevant community entities;
8. **External Relations:** Build and maintain relationships and memberships in organizations that allow networking with other funders and related entities;
9. **Internal Relations:** Must work congenially and cooperatively with co-workers and the public; Assists in promoting cultural & linguistic competence within the Stark County community;
10. **Other:** Other duties as assigned that support the operations of the STARKMHAR.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

Bachelor's degree required with several years' experience in research and grant writing/grant management process.

Knowledge, Skills, Abilities and Personal Characteristics

Superior written communication and editing skills; ability to write clear, structured, articulate, and persuasive proposals; Superior communication, presentation, and interpersonal skills; Must be skilled at interpreting regulations and reading financial statements and possess some statistical fluency. Must be highly organized and detail oriented with strong analytical skills; Ability to work as a member of a team and independently and effectively across departments, handling multiple projects, and under pressure of deadlines for grant opportunities. Must be proficient with Microsoft Office Suite, Internet, and Database Applications.

Certification, Licenses, Registrations - None

PHYSICAL DEMANDS

Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Should be capable of moving up to 40 lbs. Travel by automobile will be required occasionally.

WORKING CONDITIONS

Work performed in a general office environment. May require availability for additional hours during peak periods. Requires periodic participation and attendance at organization sponsored events and meetings.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Stark County Mental Health & Addiction Recovery. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, the changing nature of the job shall also be considered part of the jobholder's responsibility.

CONDITIONS OF EMPLOYMENT

Note: The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by the Board. An applicant with a positive test result will not be offered employment.

Salary Range: StarkMHAR Grade 6 \$54,720 - \$80,080.

*An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities that could qualify for a higher starting salary.

Hours: Monday – Friday 8AM to 5PM with one-hour unpaid lunch. Alternative scheduling may be available.

Application Deadline: Until Filled

Apply online at <https://starkmhar.applicantpro.com/jobs/1330330.html> www.StarkMHAR.org/about/jobs

OR MAIL RESUME TO: **Attention: Human Resource Department**
 Stark County Mental Health & Addiction Recovery
 121 Cleveland Ave SW
 Canton, Ohio 44702

EOE/Minorities/Females/Vet/Disabled