

Region V Systems

JOB DESCRIPTION

Position:	Project Manager – Compassion Capital Fund Demonstration Program (3-year position)
Last Revised:	October 2007
Salary:	Negotiable, based on education and experience
FLSA Status:	Exempt
Reports to:	Director of Continuing Education
Supervisory Responsibilities:	Administrative Assistant

I. GENERAL FUNCTIONS

The Project Manager's responsibilities are to oversee the operations and administration of the Compassion Capital Fund Demonstration Program Grant, awarded to Region V Systems, by Health and Human Services, Administration for Children and Families, Office of Community Services.

II. PRINCIPLE RESPONSIBILITIES

A. *Grant Management*

1. In collaboration with Director of Continuing Education, ensure accurate and timely completion of grant requirements.
2. Ensure timely completion of all reports to federal program representative.
3. Consult with the National Resource Center in all aspects of the project, including training and technical assistance, capacity building strategies, sub-award plans, and outcome plans.

B. *Training and Technical Assistance*

1. In collaboration with Director of Continuing Education, oversee the development and implementation of a project training plan.
2. Develop training schedules.
3. Using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops, and using information gained from the pre-assessment, identify educational needs of sub-awardees and/or other identified groups and develop formal educational or training programs or classes, and teach or instruct others, including but not limited to:
 - Review pre-assessment results with the evaluator
 - Develop training objectives
 - Organize training manuals
 - Develop training evaluation procedures
 - Prepare multimedia audio-visual teaching aids
 - Prepare other educational materials
 - Train instructors in training techniques
4. Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
5. Continually provide new and updated materials as they become available.

C. *Program Development/Administrative/Coordination of Services*

1. Collaborate with Lincoln/Lancaster County Funders Group, project partners, and project staff (Capacity Building Team) in developing goals and objectives, attaining/allocating resources, and establishing policies related to the operational needs of the project.
2. Facilitate Capacity Building Team meetings.
3. Maintain contact and ensure effective business relationships with Capacity Building Team members.
4. Ensure team members are provided with the information and support necessary to fulfill their objectives.
5. Ensure the effective planning, operation, delivery, and evaluation of program objectives:
 - Support the project's mission and principles.
 - Maintain an environment that facilitates the achievement of the outcomes/deliverables of the project.
 - Implement programs, services, and activities that support the outcomes/deliverables of the project.
 - Adhere to project's policies and procedures.
6. Oversee the planning and coordination of community forums, local and regional meetings and conferences.
7. Develop strategic alliances with community leaders and local officials.
8. Develop program budget and system for expenditure control and FTE management.
9. Provide direction to staff in carrying out the key roles assigned to them.
10. Meet regularly with evaluator and confer with project evaluator to analyze outcome results and implement action plans.

D. *Outreach and Communications/Public Relations*

1. Oversee the development of the outreach and communication plan, and marketing materials.
2. Promote awareness of project name and public understanding of the project.
3. Maintain positive public relations in the community.
4. Responsible for community relations and for the manner in which project staff and partners communicate with sub-award agencies and trainers.
5. When appropriate, coordinates public awareness with other organizations to do public media campaigns to increase community awareness of the project.

E. *Supervision of Administrative Assistant*

1. Provide direct day-to-day supervision of the project's administrative assistant.
2. Perform all functions associated with supervision (evaluations, documentation, etc).
3. Maintain required program documentation for grant evaluation.

F. *Other*

1. Perform other duties as required to meet grant requirements.
2. Actively participate in Region V System's CQI team(s) and related activities.

III. REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Ability to work independently, handle multiple projects simultaneously, and interact effectively with the public.
- Ability to work efficiently in, organize, and facilitate community meetings, staff meetings, and regional conferences.
- Ability to establish and maintain effective working relationships with staff, peers, representatives of state and local human service agencies, and non-profit entities.
- Ability to adapt to new approaches.
- Leadership skills, including negotiation, problem solving, and decision making.

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Ability to speak to others to convey information effectively, especially in a public speaking setting such as group presentations.
- Ability to instruct and teach others how to do something, motivating and developing others through self-designed training curriculum and/or external presentations.
- Ability to exercise excellent time management skills — managing one's own time and the time of others.
- Ability to provide critical thinking skills, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to identify applicable learning strategies to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Ability to possess social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Ability to communicate effectively, both orally and in writing, to meet the needs of the identified audience.
- Ability to independently manage the organization's financial resources as they pertain to training development (determining how money will be spent to get the work done, responsible management of those resources, including being accountable for expenditures).
- Ability to manage material resources (obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work).
- Ability to perform word processing skills, with proficient knowledge of WordPerfect and Microsoft Office Pro (Word, Access, Publisher, Excel, and PowerPoint) software.
- Proficient proofreading skills with the ability to recognize correct use of grammar and punctuation.
- Valid Nebraska driver's license and access to reliable transportation required.

IV. EDUCATION & EXPERIENCE

- Bachelor's degree required, with preference in Social Work, Education, Psychology, or related field.
- Training experience, preferred.
- Experience in public speaking, preferred.
- Experience in coordinating regional conferences, preferred.
- Experience with diverse populations, preferred.
- Experience in supervising staff, preferred.
- Experience in working with non-profit faith based, community based, and grassroots organizations, preferred.
- Experience in grants management, preferred.

V. WORKING CONDITIONS & PHYSICAL EFFORT

- Work is normally performed in an interior office environment.
- Ability to work flexible hours as necessary to accommodate the needs of this project.
- Ability to carry and maneuver light equipment and catering supplies (food containers, projector, screen, etc., may be needed for meetings, training sessions, and conferences).
- This position may require, at times, the ability to travel.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the policy and procedures manual are a contract for employment.

Employee Signature

Date