



POSITION DESCRIPTION

TITLE: Drug Free Communities Support Program Grant Manager (DFC Grant Manager)

PERFORMANCE PROFILE SOURCE: Executive Professional

DEPARTMENT: Executive

REPORTS TO: President and CEO

PRIMARY FUNCTION:

The **DFC Grant Manager** position is a grant-funded position of the Drug Free Communities (DFC) Support Program. The DFC Grant Manager provides project leadership, project coordination and project management for the day-to-day operation of the DFC grant for the Northeast Alabama Center for Community Initiatives (NACCI) and the Substance Abuse Prevention Advisory Coalition (SAPAC) with the overall responsibility for staff supervision (staff of the DFC grant), coordination of the DFC-related project activities, communication with SAPAC coalition members and community participants, establishment and maintenance of a DFC project database, DFC training, DFC meeting logistics, and DFC project data collection/dissemination. This employee works with considerable independence with questions of DFC policy and DFC policy interpretation being referred to the President and CEO.

ESSENTIAL FUNCTIONS / RESPONSIBILITIES / PRIMARY DUTIES – DFC GRANT MANAGER—DRUG FREE COMMUNITIES SUPPORT PROGRAM

1. Directs and implements all DFC project activities, including, but not limited to, coordination of DFC projects, DFC staff supervision, DFC training, DFC coalition communications, DFC data collection, and development of DFC reports, findings and documents.
 - Gains in-depth knowledge of the approved project program plan and any approved program evaluation components.
 - Uses the **Project: Youth BUILD**-approved program plan and evaluation document to direct and guide the daily activities of the DFC Grant Manager position.

- Under the direction of the DFC grant-funded evaluator, works with the coalition (SAPAC) in evaluation of all DFC-related activities and outcomes.
 - Participates in the recruitment and selection of DFC project staff; supervises any DFC project staff (excluding Project Director) to ensure effectiveness and efficiency in all components of the program.
 - Provides routine updates to the President and CEO / Principal Investigator on project activities.
 - Develops and implements the use of project data collection forms/instruments.
 - Oversees the collection of any project data specific to the DFC project.
 - Participates in development of Institutional Review Board (IRB) required documents for the IRB approval process.
 - Works with the President and CEO / Principal Investigator and other grant funded personnel in meeting specific grant project objectives.
2. Establishes and maintains effective working relationships with coalition leaders/members/community participants.
 - Maintains open, effective communication with coalition members and other project stakeholders.
 3. Oversees DFC-related policies.
 4. Provides oversight of SAPAC direct service providers.
 5. Works with the coalition (SAPAC) in identifying alcohol and drug abuse related needs of the community and works with the coalition in designing activities to address those needs.
 6. Coordinates coalition-agreed upon DFC meeting dates and meeting logistics for DFC project activities.
 7. Uses skills in coalition building to further strengthen the coalition (SAPAC) and to build community support for the DFC project, **Project: Youth BUILD**.
 8. Prepares and submits DFC project reports in a timely fashion, both to the coalition (SAPAC) and to the funding agency.

ADDITIONAL FUNCTIONS / RESPONSIBILITIES:

1. Ensures confidentiality of all DFC project information and all Northeast Alabama Center for Community Initiatives (NACCI) and SAPAC business practices and procedures, including HIPAA compliance.
2. Attends and participates in Northeast Alabama Center for Community Initiatives staff meetings, and DFC grant project meetings and participates in conference calls when requested by the President and CEO/Principal Investigator.
3. Travels for DFC project-related travel and represents the coalition (SAPAC) and the Northeast Alabama Center for Community Initiatives as required by the grant project, **Project: Youth BUILD**.

4. Participates in project-required training, i.e., drug abuse prevention training and coalition training and any other training required by the project.
5. Supports the organization's mission, goals, and principles.
6. Supports the *Drug Free Communities Support Program* grant mission, goals and principles.
7. Develops and nurtures relationships with co-existing community based organizations and is proactive in process dispute resolution.
8. Other duties as assigned.

PERSONAL CHARACTERISTICS REQUIRED:

1. Maintains professional image.
2. Demonstrates a commitment to serve the community, with courtesy, friendliness and consideration.
3. Thinks independently and creatively.
4. Cooperates with various audiences.
5. Remains flexible and successful within changing environment and demands.
6. Exercises good judgment and decision-making capabilities.
7. Evidence of dependability and effective work habits.

SKILLS / KNOWLEDGE / ABILITIES REQUIRED:

1. An undergraduate degree in a social service or similar field is required. A Master's degree is preferred.
2. A minimum of two years of relevant experience (substance abuse prevention) is required.
3. A demonstrated or presumptive potential for substance abuse prevention-related project management is required.
4. An evidence of community involvement and a demonstrated success in working with community groups are required.

EVALUATION:

Performance appraisals shall be completed by the President and CEO with input from the coalition (SAPAC) or a coalition (SAPAC) designated sub-committee. This performance appraisal will be presented to the employee annually on or around the employee's anniversary date. The performance appraisal is comprised of a self-evaluation of accomplishments, the President and CEO's evaluation, the coalition's (or sub-committee's) evaluation, and development of future performance goals that are mutually acceptable to the employee/President and CEO/coalition (SAPAC).

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

The position of the Drug Free Communities Support Grant Manager (DFC Grant Manager) is a grant-funded position with annual application for continued funding. By signature (below) the employee understands that although application will be made annually, salary and fringes for the employee must be awarded annually and there is no guarantee that salary amounts and fringes will be approved as submitted.

ACKNOWLEDGEMENT:

By signing below, the employee acknowledges that she/he has received, read, and been provided with the opportunity to question elements of this Position Description.

Employee

President and CEO

Date

Date