



DATE ISSUED: 05/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Grant Program Director

JOB SUMMARY

The Associate Grant Program Director is responsible for planning and directing grant related staff operations, including monitoring the budget as well as progress and effectiveness of program plans for multiple complex grants. Other areas of responsibility included are program development, financial management and administration, consultation operations, communications with grant-funding agencies and overseeing the development of a database to manage complex grant protocols. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Program Director, Principal Investigator, or Department Head

Supervises: May supervise grant staff, volunteers, and student assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Manages all aspects of Title IV-E and other child welfare grant projects, preparing annual contract proposals and annual reports as required.
- Monitors IV-E budgets, PARS, quarterly financial reports, and completes external program audits and special reports as requested by complex grant protocols according to requirements of funding agency, IRB, and Federal Government.
- Plans, organizes, and implements annual Child Welfare Conference.
- Plans, organizes, and implements annual Teen Conference for foster youth.
- Teaches Child Welfare class and Field Practicum Seminars (IV-E).
- May direct, plan, and develop additional grant related conferences.
- Manages, and ensures compliance for multiple complex grants.
- Plans, recruits volunteers, secures funding, and implements the following extracurricular student activities, annually: National Adoption Day, Kinship Fair, Child Abuse

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Awareness Month, Easter, Halloween, and Christmas parties for foster youth, as well as multiple other events.

- Serves as advisor to child welfare oriented student organizations.
- Serves as program liaison with all levels of CPS: local, regional, and state.
- Serves on numerous state, regional, and county Child Welfare Boards and work groups.
- Works with TWU Frontier Program, hires TWU foster alums, participates in activities, coordinates with Student Life.
- Participates in national Roundtable meetings.
- Recruits and advises students into Child Welfare (IV-E).
- Manages data collection across multiple geographic sites, including various cities and states as well as several countries.
- Coordinates data-based presentations to stakeholders as well as scholars at state and national conference settings.
- Manages the daily, weekly, and monthly reconciliation of participant payments.
- Coordinates manuscript preparation which involves data analysis, chart construction, and figure presentations to adequately represent the data.
- Oversees translation of manuscripts from English to Spanish as required by grants.
- Presents to stakeholders and agency boards the result of the study.
- Assists Principal Investigator with other required grant duties daily as requested.
- Manages activities of grants to assure that policies and guidelines are observed.
- Ensures that all research and service components are completed according to grant specifications/contracts.
- Coordinates with external collaborators.
- Performs field work at research sites to interview participants.
- Prepares and presents presentations.
- Prepares reports as required.
- Maintains good public relations.
- Provides administrative support.
- Ensures that support services are provided to the program and community.
- Anticipates needs of the grant and develops recommendations for filling these needs.
- Identifies additional potential funding opportunities and develops recommendations for securing additional funding.
- Ensures proper reporting and administration of requirements.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree in area generally related to grant content or specific area required. Licensed Master Social Worker, Licensed Social Worker, or certification related to area required.

EXPERIENCE

Six years experience in generally related area. Experience in contract management, program development and research content area required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Extensive knowledge of State and University regulations.
- Expert level of knowledge of structure and practices in the TDFPS systems.
- Expert level of knowledge of Child Abuse and Neglect and the systems.
- Competency and experience in modern grant administration practices, the methods, resources, and standards thereof.
- Knowledge of complex research protocols.
- Knowledge of complex data management, data analysis, manuscript preparation.
- Knowledge of all facets of research, including hypothesis testing, methods, and instruments.
- Strong ability to negotiate the State CPS systems.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Skills in oral and written communication.
- Ability to maintain good working relationships with staff, volunteers, clients, and others.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to plan and allocate the work load of employees, providing direct training and supervision as needed.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

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WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.