

**SLV Mental Health
Job Description**

JOB TITLE: Grants Management Coordinator

REPORTS TO: Program Director

STATUS: Health Administration Student

DATE: September 2009

JOB SUMMARY:

Develop a grants management system to coordinate, monitor, and cross reference approximately 25 grants procured from three different grant writers.

ESSENTIAL FUNCTIONS:

- Research grants management systems
- Work closely with Project Directors to become familiar with different grants and the requirements of each
- Design a management system to cross reference reporting requirements, financial compliance, and application deadlines
- Research and monitor grant opportunities
- Design Foundation requirements and timelines
- Valley wide data synthesis and reports (MAPP project)
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ORGANIZATIONAL RELATIONSHIPS:

Supervision Received:

Project Directors

QUALIFICATIONS:

Skills, Knowledge and Abilities:

1. Basic computer skills, specifically MS Word or WordPerfect for Windows, Excel, or Quattro Pro and Windows '95
2. Excellent organizational skills, attention to detail,
3. Ability to work effectively with variety of professionals and support staff
4. Computer skills

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Print Student Name

Student signature

Date

Supervisor

Date