

JOB TITLE – ARPA GRANT PROJECT MANAGER

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Grant Writer/Manager

SALARY: Commensurate with Experience

JOB TERM: Funding for this position is only secured for the project term (1 Apr 2021 – 31 Mar 2023). There is no guarantee of employment beyond the current project period.

FULL TIME POSITION

POSITION DUTIES/RESPONSIBILITIES: Management of the American Recovery Plan Act (ARPA) Grant Project, including coordination and communication with HRSA, relevant Waco Family Medicine (WFM) departments & personnel, and external partners. Assist the GWM in grant implementation according to operational/financial organizational needs. Keep the relevant others informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities. Prepare and submit required grant progress reports and close out documents, working with the CFO and fiscal staff to appropriately invoice and account for funding. Prepare financial or budget plans and allocation along with the GWM and the finance staff in accordance with the grant and the Center's rules and regulations. Monitor paperwork and other related documents connected with grant funding. Follow strategies described by the CAO to optimize the grants administration process. Provide training to new staff on grants management and reporting requirements. Other duties as assigned by supervisor

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Bachelor's Degree required

REQUIRED EXPERIENCE OR SKILLS: Experience in managing grants, preferably for a non-profit organization. Facility in navigating the rules, regulations, and expectations of federal grants. Excellent project management, organizational, interpersonal, and presentation skills. Strong command over written and verbal communication. Solid understanding of the organization 's overall mission and its objectives. Proficiency in using computers with related knowledge of software programs and Internet. Ability to perform in a cross-functional team approach and with shared job responsibilities. Experience with developing and monitoring budgets and financial reporting. Ability to prioritize work and produce quality, timely work with attention to detail

TO APPLY: Please visit our website at www.wacofamilymedicine.org and fill out an online application located under Careers.