



**Position: Grants Coordinator**

**Assignment Location: 635 N. Erie St. Toledo, OH**

**Posted: December 6, 2021**

**Starting Rate of Pay: \$32.28 per hour**

**Basic Qualifications:**

- Bachelor's degree in Business, Finance or Accounting or equivalent combination of education and experience.
- Two years demonstrated skills in grant writing, grant management, and grant reporting, or contract management experience.
- A valid driver's license with driving privileges in the State of Ohio and reliable transportation are required
- Must complete Grants Management Information Systems (GMIS) training at first available opportunity.
- Must have a knowledge of and adhere to OGAP manual
- Strong planning and organizational skills.
- Effective oral, and written skills, including technical writing and fiscal reporting skills.
- Ability to work in a fast paced environment with overlapping deadlines, changing priorities, and short lead times.
- Proficiency with Microsoft Excel and Information Management Systems.
- Ability to successfully collaborate with and interact with colleagues and funding sources.

**Preferred Qualifications:**

- Experience with federal (HRSA), or state (ODH) grant sponsor contract/grant regulations, procurement, budgeting, or financial management.

**Responsibilities:**

<b>1</b>	Coordinates the development, submission, and management of grant applications and awards. Ensures compliance with Health Department policies, procedures, and protocols, including submission of grant information to appropriate Board of Health Committees.
<b>2</b>	Works in collaboration with Division Directors, Supervisors and other staff to identify funding opportunities and ensure eligibility/application requirements can be met for all grants applications.
<b>3</b>	Develops, gathers, and coordinates all information necessary for grant application writing, reporting, and completion. Consults with Health Commissioner, Fiscal Director, Human Resources, and others to discuss budgetary needs (including agency funding match requirements), equipment, personnel needs as well as grant deliverables.
<b>4</b>	Coordinates the preparation and presentation of grant applications in accordance with established timelines and funding requirements, including preparation of proposal narratives justifying budgetary expenditures for approval.
<b>5</b>	Develops grant budgets.
<b>6</b>	Responsible for producing financial grant reports, including quarterly and annual reports as required by funders. Maintains master files on grants.
<b>7</b>	Assists the administrative staff and project directors in planning and carrying out program objectives, timelines, evaluation components and cost/benefit ratios for public health programs including assistance with the preparation of reports. Holds regular meetings, or as requested, with Directors, Supervisors and Fiscal Director with financial reporting updates for all grants.
<b>8</b>	Develops working relationships with funding sources.
<b>9</b>	Prepares statistical, technical, and administrative reports. Collects and analyzes data to evaluate program effectiveness.

<b>10</b>	Produces and maintains a calendar of grant activity and deadlines on the shared drive available to directors, supervisors, and program coordinators. Coordinates meetings and site visits with granting agencies
<b>Other Duties &amp; Responsibilities:</b>	Represents TLCHD on internal and external committees. Answers phones, directs calls to appropriate individuals, and performs other related duties as assigned.

**Please email or mail cover letter and resume to:**

Email: [TLCHDresumes@co.lucas.oh.us](mailto:TLCHDresumes@co.lucas.oh.us)

Mail: Toledo-Lucas County Health Department  
Attn: Human Resources  
635 N. Erie Street  
Toledo, Ohio 43604

**The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.**