

## **Ohio Suicide Prevention Foundation**

### **Job Description**

**Job Title: Grant Coordinator**  
**Reports to: Program/Project Director**

**FLSA Status: Exempt**  
**EEO Code: Professional**  
**Date: 7/1/2017**

#### **JOB SUMMARY**

Coordinates one or more grant programs for OSPF, including program selection, budgeting, and community outreach. Assists with the development, implementation, and evaluation of programs that align with the Foundation's mission and support the organization's goals. Overall responsibility for marketing a variety of training programs, and for special events that publicize the Foundation and its programs to the community.

#### **PRIMARY RESPONSIBILITIES**

##### **Internal Relationships:**

Works in conjunction with other OSPF staff in planning and implementing strategies for suicide prevention and awareness.

Schedules and participates in informational meetings or special events and answers questions from the community.

Generates quantitative and qualitative reports detailing the status and short term outcomes of programs, projects, trainings, and events.

Coordinates volunteer training to include Coalitions, ADAMH Boards, LOSS teams, and other groups.

Maintains scheduling, agendas, and follow-up, to include monthly phone meetings with state and federal funding agencies as required.

Assists in the research and development of grant applications and writing of proposals.

Maintains organized and detailed files of program funding and other important data.

Provides program data and short term outcome data to board of directors as directed.

Participates in weekly staff meetings and provides program updates to the CEO and Grant Project Director as required.

**External Relationships:**

Participates, as needed, in key federal and state status meetings, providing program progress and milestone achievements.

Assists in reporting quarterly, annually, and at the conclusion of project to funding agencies.

Participates in in-person meetings with non-profit agency partners in order to develop key relationships.

Builds and maintains a network of external connections that can benefit from suicide prevention and awareness training.

Organizes, schedules, and provides a variety of training programs to include webinar and in person training methodologies, as well as other training methodologies deemed necessary.

Schedules venues, establishes agendas, identifies instructors for in-person training programs conducted state-wide.

Conducts training program evaluations for submitting to federal and state agencies to assist in evaluating current strategies, plans, and program effectiveness.

Assists in determining what strategies might be improved to meet the challenges of the changing needs of Ohio communities in addressing mental health/suicide issues.

Participates in professional association conferences and meetings to raise awareness of suicide prevention, and available resources of OSPF to assist in prevention and awareness.

Responsible for developing outreach programs to identify new end-users of OSPF programs, to include federal and public sector organizations, the military, and the private sector.

Plan and conducts fund-raising campaigns as directed.

Liaises with state and non-profit agencies in support of suicide prevention.

Collaborates with suicide prevention coalitions and county ADAMH Boards to conduct outreach and implement suicide prevention programming and trainings across the state.

Collaborates with coalitions and boards on all aspects of suicide awareness and prevention.

**Communication and Process:**

Develops promotional and marketing materials that promote the Foundation and its unique capabilities to meet new and present client/funding agency's needs.

Plans and executes state and national multi-day conferences to include budgeting, screening venues, recruiting speakers, program publicity, planning logistics, developing and distributing conference brochures, and registration.

Develops the marketing plan and its implementation for OSPF programs, trainings, conferences and newsletters and assists with OSPF website development and evaluation.

Promotes the Foundation and its mission through public relations initiatives.

Participates in various outreach programs to expand the awareness of all community sectors in the services provided by OSPF.

Compiles and edits newsletter for mass distribution electronically to all stakeholders.

Conducts presentations and tabling at various conferences, meetings, and events in order to raise awareness of OSPF and its programming.

Consistently meets internal and external deadlines.

**Financial and Administrative:**

Administers training programs' budget costs.

Manages expenses and training program costs, to prevent cost overruns.

Responsible for preparing and processing of registration material, and coordination of participant training material.

Processes any applicable training accounts payable information.

Assists with monitoring and measuring program effectiveness.

Assists Program/Project Director with monitoring and reporting of executing vendor contracts.

Assists with monitoring scope of work and reporting vendor service outcomes.

Identifies ways to save the Foundation money by improving/streamlining administrative systems and procedures.

**Technology:**

Maintains awareness of technological advancements in the industry and recommends expenditures as needed.

Utilizes state-of-the art technology to assist in all phases of program responsibilities.

Works with contracting website developer to create online resource pages, list-serves, and storage hubs which aid coalition, LOSS Team, and Ohioans' suicide prevention efforts.

**OTHER:**

Special projects as assigned.

Performs other duties as assigned.

**Professional Affiliations:**

American Association of Suicidology.



**Job Specifications**

**Qualifications**

**Education:**

Bachelor's degree in related field. Master's degree in Public Health, Social Work or related field preferred.

**Knowledge and Skills Requirements:**

Excellent oral and written communication skills.

Above average research skills.

Ability to understand the needs of both the Foundation and all stakeholders.

Excellent organizational skills

Knowledge of the grant funding, application, and evaluation processes.

Above average computer skills (spread sheets, electronic filing, word documentation, and formatting).

Fundraising and Event Managing Software

Preparing budgets.

Professional certification preferred.

Detail oriented.

Critical thinking/evaluation skills.

Ability to work with and serve diverse populations.

Knowledge of relevant suicide prevention theories and best practices.

Knowledge of systems-level prevention.

Event planning experience.

