

Upper Des Moines Opportunity, Inc.

An Equal Opportunity Employer

POSITION TITLE: Operations Director

REPORTS TO: Executive Director

SALARY: As per agency salary chart FLSA: Exempt

JOB SUMMARY: The person in this position is responsible for the research, identification and compilation of grants and funding requests. Additionally, this position will supervise and manage the procurement process and data base necessary for UDMO's successful expansion and diversification of agency funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Along with Executive Director and management team, distinguish and identify grant funded opportunities and possible ventures.
2. After research, prioritize submission and other funding activities in conjunction and coordination with agency's business plan.
3. Prepare and write grant applications; edit for accuracy and completeness.
4. Develop standard boiler plates and forms for uniform grant submissions.
5. Prepare contracts and contract amendments as necessary.
7. Conduct interdepartmental meetings as necessary.
8. Develop materials for staff, board, and partners on grant updates, prospective proposals, and achievements.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assist in collaboration of definition and implementation of funding strategies.
2. Assist with maintenance of grant files and grant database.
3. Support grant research and collation of grant materials.
4. Act as information source.
5. Assist with compilation of relevant statistical data as necessary.
6. Input, access and retrieve data as necessary.
7. Attend meetings and trainings as required.
8. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. B.S. /B.A. Degree in English; Community and Public Planning or Administration; Mass Communications or related field.
2. Prefer candidate with previous demonstrated grant writing experience.
3. Excellent verbal and written communication skills; excellent organizational abilities.
4. Computer skills, including knowledge of Microsoft application and the Internet.
5. Knowledge of grant application process.
6. Ability to work under pressure to meet necessary deadlines.
7. Ability to provide necessary documentation to support grant requirements.
8. Ability to plan, prioritize and coordinate multiple projects.
9. Valid drivers license, good driving record, and willingness to travel.
10. Ability to perform medium heavy physical work, exerting up to 50 pounds of force on occasion, up to 20 pounds frequently, and up to 5-10 pounds constantly, performing such activities as stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting and grasping, along with occasional repetitive motions.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties are intended to describe those functions essential to the performance of this job, and "other" duties include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date