



**Montgomery County Common Pleas Court
Juvenile Division**
380 West Second Street
Dayton, Ohio 45422-4240
Fax (937) 496-6857

NOTICE OF VACANCY: GRANT MANAGER

Notice Issued November 18, 2020

Posting Period November 18, 2020 – December 2, 2020

Department Administration

DISTINGUISHING JOB CHARACTERISTICS

Plans, develop, coordinates, and implements grants, projects and Court programs. Provides oversight to the Ohio Department of Youth Services (ODYS) Subsidy grant. Writes, administers, and reports on other federal, state and local grants the Court pursues. Creates and negotiates contracts between the Court and external service providers. Special projects as assigned, including Court annual reports and data analysis. Serves as a lead in grant writing and data development across Court program continuum. Works in close partnership with other grant staff and Court departments to write and submit grant applications including narratives and budgets. Complies, reviews, and analyzes data for Court departments.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

An appropriate combination of education, training, course work, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Master’s Degree in public administration, business administration, accounting, finance, legal studies, or other related fields. Experience with State and Federal laws and guidelines regarding grants and subawards submission, management, reporting, and oversight. Five years’ work experience, including program development and implementation, and supervision. Experience with Excel, PDF Software, and other standard office software. CPA a plus.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Position Location 380 W. Second St.

Salary: Commensurate with Experience

Applications will be accepted until 4:00 p.m. on the last day of the posting date.

Interested candidates may submit an application and resume with cover letter online at <http://www.mcjcoho.org/job-openings/>

AN EQUAL OPPORTUNITY EMPLOYER