



UConnectCare (formerly GCASA) is a progressive nonprofit organization located in WNY offering help to those impacted by substance use disorder through prevention, treatment, residential, detox, and recovery services for almost 50 years. UConnectCare has earned a local and regional reputation for excellence and was recognized as a Best Company to Work for in New York, 2018-2023.

JOB VACANCY

ASSISTANT DIRECTOR OF GRANTS MANAGEMENT

RESPONSIBILITIES

The selected candidate will assist the Director of Grants Management in: Seeking out and applying for grants and other funding opportunities. Planning, implementing, and managing grants and projects. Collecting and analyzing grant and project data. Completing, submitting, and presenting reports to funders; key partners such as Independent Practice Associations, Behavioral Health Care Collaboratives, other partnerships and provider groups, consortia, and networks with which UConnectCare is participating; LGUs; regulatory bodies; the Board; Directors; etc. Monitoring grant budgets, and writing initial grant budgets, grant budget amendments/revisions/rebudgets, and grant budget continuation/renewal requests. Writing and revising policies and procedures, handbooks, etc. Establishing and monitoring goals and outcomes. Monitoring and supporting accountability. Learning about and pursuing sustainability options for projects, programs, and positions. Supporting project staff also involved in above tasks. Hiring and training project staff. Creating staff and project schedules. Supervising project staff as assigned. Helping with program coverage when requested. Other duties as assigned or requested by supervisor.

QUALIFICATIONS:

Associates degree required; bachelor's degree preferred.

Experience, Knowledge, and Skills Required:

- At least 1 year of experience supervising and/or leading others.
- Proven ability to work independently very successfully and take initiative.
- Outstanding organizational skills.
- Excellent writing skills. ***Applicants must submit a writing sample, preferably a grant application or report narrative excerpt, of at least one page in length. The sample should demonstrate persuasive writing skills.***
- Strong verbal skills.
- Successful grant writing, editing, reporting, and/or management experience preferred.
- Solid basic math skills and comfort working with numbers.
- Ability to receive editing and constructive criticism well and learn from it.
- Experience writing or editing policies and procedures preferred.
- Demonstrated ability to communicate and coordinate with community partners.

- Ability to have tough conversations with others and still demonstrate respect and kindness.
- Commitment to being onsite/present at program locations at scheduled times to provide oversight for staff.
- An understanding of treatment and recovery services, community resources, and addiction, treatment, and recovery processes.

**Applicants should be willing to commit a lot of time regularly to working on the computer; reading, writing, budgeting, researching, etc. This position is highly administrative skills-oriented.

REPORTING RELATIONSHIP: Reports to the Director of Grants Management

Status: Full Time. Grant Funded.

Pay Range: 21.42-31.20/hr.

Location: 5130 East Main Street, Batavia

Valid NYS driver's license and method of transportation required. Must be addiction free, including tobacco. Pre-employment background check/post offer drug screening required. CARF and NHSC accredited. EOE

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter, writing sample, and resume to:

UConnectCare, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcrcoran@uconnectcare.org

POSTED: 4/11/2024

DEADLINE: ASAP

UConnectCare does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.