

MountainHeart

Job Description

Job Title: Business Development and Funding Specialist
Department: Administration
Reports To: Chief Executive Officer
FLSA Status: Exempt
OSHA Category: Category 3

Summary: Accountable for gathering data regarding their customers' markets, conduct research pertaining to grant opportunities, grant writing, service development, and marketing of new business strategies, and conduct analysis.

Essential Duties and Responsibilities:

- Program development
- Grant writing
- Consulting
- Monitoring and Auditing
- Policy and Procedures development
- Policy and Procedures review
- Create and modify spreadsheets
- Data search and entry
- Create and modify word-processed documents
- Other duties as assigned
- Exercise of discretion and independent judgment
- Provide consultation or expert advice to management
- Other duties as assigned.

Supervisory Responsibilities:

No supervisory responsibility.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Computer skills including knowledge of Microsoft Word, Access and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

September 18, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

Education and/or Experience:

Bachelor's Degree or higher with 2 years related experience. Grant writing certification or experience preferred. Must have valid driver's license; clear criminal background and APS/CPS, and OIG check. This position is a bondable position.

Language Skills:

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand. The employee is frequently required to reach, hear and talk. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date

September 18, 2018

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