



Safe Children, Stable Families, Supportive Communities

Position Description

Title: **Initiatives Coordinator** (Full-time, 40 hours per week)
Reports to: Assistant Director
Location: PCSAO Office, 37 W. Broad Street, Suite 1100, Columbus
Created: July 2022

Public Children Services Association of Ohio (PCSAO) is a membership-driven association of Ohio's county Public Children Services Agencies that advocates for sound public policy, promotes program excellence, and builds public value for safe children, stable families, and supportive communities.

Responsibilities

The Initiatives Coordinator is a grant-funded, full-time position, responsible for managing grant related projects and coordinating strategic initiatives that advance children services practice as identified in the Association's [strategic plan](#). The Initiatives Coordinator will need to be flexible and adaptive in their approach to supporting the following impact areas.

- Grant-related functions:
 - Manage grants as assigned by serving as the point of contact with the funders, work closely with any contracted grant management consultants, and provide grant management assistance to the Ohio START grant;
 - Ensure subgrantees (the 88 county public children services agencies) meet the requirements set forth in the grants, including distributing, reviewing and approving applications and establishing Memoranda of Understanding between PCSAO and each subgrantee;
 - Establish and maintain reporting relationship with subgrantees, ensuring monthly financial and metric reporting in a timely manner, verifying reports are accurate and in line with grant requirements, authorizing reimbursement for monthly expenses, recommending reallocation of funds, and conducting quarterly reconciliation;
 - Serve as resource to subgrantees regarding grant requirements and expectations including answering questions, providing technical assistance, sharing information and innovative ideas, and other opportunities to support grant implementation;
 - Work closely with the Operations Manager to ensure accurate fiscal and program reporting to the funders as required;
 - Assist the Operations Manager with monitoring/auditing procedures and ensure that accounting and reporting are in line with the grant's overall programmatic and evaluation requirements;
 - Oversee communication mechanisms needed for grant management such as online cloud storage of grant resources and ensuring timely responses to inquiries;

- Research and identify a grant management system to meet many of these needs: accept and process grant applications; track progress with grant projects including required documentation, expenses, metrics; ability to issue and receive invoices for payment; reports on overall progress; and provide contact management;
 - Ensure reporting is in line with overall PCSAO strategic modernization plan and Board expectations; and
 - Assist with administrative functions such as scheduling meetings, answering calls, and preparing materials.
- Initiative-related functions:
 - Working under the direction of the Director team, coordinate specific strategic plan initiatives that advance children services practice such as safety culture, shared practice model, and race, equity and inclusion;
 - Assist with stage-based implementation strategies for each of the identified priority initiatives and develop annual progress reports;
 - Research and develop structures, resources, and supports that agencies could use to monitor stage-based readiness, fidelity, and outcomes;
 - Provide effective and ongoing communication with all key stakeholders regarding progress-to-date and promote awareness of the initiatives with membership;
 - Serve as backup on various state-related strategic initiative efforts and represent the Association's position and membership in those meetings;
 - Explore funding opportunities and identify non-traditional partners that could support or enhance specific initiatives and member services for PCSAO;
 - Ensure relevant resources, reports, and other communications are published to PCSAO website, social media, and other venues;
 - Identify initiative-related policy opportunities to pursue with the state and General Assembly in partnership with PCSAO's policy team; and
 - Any other duties as assigned.

Qualifications

- Bachelor's degree with a background in child welfare preferred, with a minimum of one year experience with grant management, project management, implementation science, or program administration desired;
- Ability to think strategically and creatively, anticipate future trends and consequences, and incorporate them into a plan;
- Ability to work independently within the context of a team-oriented organization, be action oriented, able to act and react as necessary, and not afraid to take charge of a situation;
- Excellent project management and time management skills, highly organized and detail oriented, and ability to manage multiple projects;
- Ability to use data to concisely and accurately summarize reports and findings;
- Strong communication and writing skills; and
- Demonstrated proficiency with Microsoft Office suite, including Excel and PowerPoint, cloud storage options, and using virtual platforms such as Zoom or Microsoft Teams.