

Job Description: Grant Manager, Community Adolescent Pregnancy Prevention (CAPP)

Position Summary: This position is responsible for EyesOpenIowa's oversight of the statewide Community Adolescent Pregnancy Prevention Grant program, funded by the Iowa Department of Human Services.

Knowledge of:

- Current trends in the field of adolescent pregnancy prevention including controversies, strategies, resources, etc.
- Medically accurate, science-based approaches to adolescent pregnancy prevention, parenting, and sexual health education
- Administrative level grant management, budgeting and contracting

Ability to:

- Provide leadership on issues of adolescent pregnancy prevention
- Provide and/or coordinate technical assistance to CAPP grantees statewide
- Plan and lead regional quarterly teleconference/webinar meetings of grantees
- Plan and lead the Bi-Annual CAPP Grantee Meetings and trainings
- Coordinate the distribution of resources to grantees statewide
- Meet with adolescent pregnancy prevention coalitions funded by the CAPP Grant Program to provide oversight and technical assistance
- Promote the CAPP Grant Program and adolescent pregnancy prevention in the state of Iowa and at the national level
- Complete all reporting requirements of the CAPP Management contract
- Review and ensure that CAPP grantees have submitted all required reports and invoices
- Draft and oversee the Reapplication/RFP process for grantees
- Provide oversight of the CAPP evaluation program
- Manage the Peer Review program
- Share general office duties including mail and shipping drop-off, basic cleaning, recycling, maintaining office supplies, etc.
- Fulfill other duties as assigned

Required Knowledge and Skills:

- Bachelor's degree in, Human Services, Public Health, Sociology or related field
- 6 years of related experience, including experience project or grant management.
- Excellent time management and organizational skills with attention to detail
- Excellent communication skills, including public speaking, and written word
- Able to work both independently and as a team
- Flexible
- Able to travel in-state and out-of-state
- Proficient in Outlook, Word, Excel, and Publisher

Reports to: Executive Director
Status: 1.0 FTE
Compensation: \$40,000 to \$48,000 annually

Benefits: Annual paid membership in a relevant professional organization
Professional development through conference and other training strategies
Accrued PTO (Paid Time Off) and Nine paid holidays
Flexible work environment
Flexible Spending Account for medical, dental, and dependent care expenses