



Northern Kentucky Cooperative for Educational Services JOB DESCRIPTION

POSITION TITLE: PROJECT DIRECTOR

Qualifications/Certification(s):

- Bachelor's degree or higher
- Experience in Federal grants management
- Recognition among schools and organizations involved as a leader in collaborative grant funded programming
- History of successful grants management
- History of successful partnerships with school districts and community organizations
- Such additional qualifications as the Executive Director and NKCES Board of Directors may find appropriate and acceptable

REPORTS TO: Executive Director or Designee

JOB GOAL: To provide project oversight, including maintaining communication with the funder, ensuring activities of the project are completed on time and within budget, and submitting reports timely as required

DUTIES:

- Provide overall project oversight, including hiring of Project Coordinator
- Ensure high quality implementation of grants plans and management of funds for the stated purpose
- Maintain ongoing communication with all project participants and partners to ensure successful project progress
- Ensure lines of supervision and project processes are clear to all participants
- Submit reports about the project to the funder accurately and in a timely manner
- Maintain communication between project staff and the funder
- Appoint staff to attend national meetings as required by funder
- Perform related duties as assigned

KNOWLEDGE OF:

- High-quality professional development and school operations
- Methods of leading staff to build and maintain collaborative groups: experience building teams, building programs and building networks
- Record-keeping techniques
- Oral and written communication skills
- Public speaking techniques
- Research methods and report writing techniques
- Laws, rules and regulations related to assigned activities
- Policies and objectives of assigned programs and activities
- Interpersonal skills using tact, patience and courtesy
- Principles of training and providing work direction
- Technical aspects of field of specialty

ABILITY TO:

- Ability to conduct successful program communications among funder, staff, and partners
- Ability to maintain oversight of management of funding ethically, accurately, and with understanding of OMB requirements
- Provide leadership to an activity
- Provide technical assistance to schools in area of specialty
- Communicate effectively both orally and in writing
- Prepare and deliver oral presentations
- Establish and maintain cooperative and effective working relationships with others
- Compile and verify data and prepare and submit reports
- Prioritize and schedule work
- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines

- Travel as required and assign travel to relevant staff and/or partners
- Plan and organize work

Evaluation: Annually, by the Executive Director or Designee

Terms of Employment: Salary, number of days, classified or certified status, work hours, employee benefits, and other related issues are to be set by contract

Evaluation: Job performance for this position will be evaluated in accordance with the Policies and Procedures as approved by the NKCES Board