



**COBB & DOUGLAS  
PUBLIC HEALTH**

*Healthier lives. Healthier community.*

# WE'RE HIRING Join Our Team

*Grants Specialist Supervisor - Development Director  
Marietta \*Partially Remote  
Position #00219134*

## Exceptional Benefits Include:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexibility within our core working hours of M- F 8 am – 5 pm
- Hybrid teleworking options for eligible positions
- Employer 401k Match
- Employee Education Reimbursement
- Payroll Deductible Health Benefits
- Pension Plan
- Flexible spending accounts
- Worksite Wellness activities
- Employee recognition program
- Diverse workforce
- Opportunities for advancement

## Purpose of the Position:

Supervises the preparation of a full range of grant/corporate funding and individual giving proposals for new funding for Cobb & Douglas Public Health. Research service needs and compatible funding sources, and prepares funding applications, proposals, or contracts. Develops cases for support and helps make presentations to potential donors. Administers and oversees ongoing grant programs and related funds as needed. Supervises and plans the work of assigned staff and Cobb & Douglas Health Foundation volunteers. This is a hybrid position that will require some days in the office. This position works to promote and protect the health and safety of the residents of Cobb and Douglas Counties.

## Sample Technical Competencies:

- Knowledge of generally accepted grant theories, principles, methods, practices, and terminology.
- Knowledge of state and federal grant procedures and reports.
- Knowledge of fundamentals of financial stewardship as applied to public/nonprofit grants administration.
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to make case for support, verbally and in writing.
- Ability to review and evaluate grant applications and plans, including budgets, for compliance with program requirements.
- Ability to supervise employees, assign duties and assess the performance

**Minimum Qualifications:** Bachelor's degree from an accredited college or university in fund-raising, business, public administration, finance or related areas AND three years of experience in grants management, public funds administration, foundation management or a closely related area OR One year at the lower level or position equivalent.

**Preferred Qualifications/Skills:** At least two years of experience managing and creating applications for large federal grants and at least one year of experience supervising grant teams and supporting a fund-raising board.

**Salary Information:** \$65,243.00 Annually / Pay Grade M

**Applications Accepted:** August 18, 2022 – **THIS POSITION WILL REMAIN OPEN UNTIL FILLED AND IS SUBJECT TO CLOSE AT ANY TIME ONCE A SATISFACTORY APPLICANT POOL HAS BEEN IDENTIFIED**

**Cobb and Douglas Public Health** a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is an equal opportunity employer and does not discriminate based on age, genetics, pregnancy, gender, gender identity or expression, color, disability, national origin, sexual orientation, political affiliation, race or religion.

**TO APPLY:** In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: [www.cdph-ess.com](http://www.cdph-ess.com). Click on "Employment Opportunities" and locate this position, click "Apply" and begin your application process.

### VOTED ONE OF ATLANTA'S HEALTHIEST EMPLOYERS

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [Natasha.Hart@dph.ga.gov](mailto:Natasha.Hart@dph.ga.gov)

**CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.  
AN EQUAL OPPORTUNITY EMPLOYER**