



**COBB & DOUGLAS  
PUBLIC HEALTH**

*Healthier lives. Healthier community.*

# WE'RE HIRING Join Our Team

## *Grants Specialist 3 Center For Comm. Health & Strategy 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:**

Under broad supervision, prepares or consults on the preparation of complex grant proposals with internal and external partners. Administers ongoing grant programs and related funds as needed with program managers. Research service needs and compatible funding sources and prepares requests for proposals. Develops grant applications in response to requests for proposals. This position works to promote and protect the health and safety of the residents of Cobb and Douglas Counties.

### **Essential Functions (include, but are not limited to):**

- Performs job responsibilities with minimum supervision
- Research needs and eligibility for grants through surveys, statistics, accounting, and planning methods
- Functions as the primary contact for grant applications and oversees the maintenance of financial and application information

**Minimum Qualifications:** Bachelor's degree in business, public administration, business writing, finance or related field from an accredited college or university AND two years of experience in grants application, management, public funds administration, accounting or a closely related area OR one year of experience required at the lower level Grants Spec 2 (FIP051) or position equivalent.

NOTE: An equivalent combination of education and job-specific experience that provided the knowledge, experience, and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

**Preferred Qualifications/Skills:** Preferred candidate will be highly organized, excellent business writer, proficient with Microsoft Office programs, and experienced working with fundraising search engines and databases (e.g., eTapestry). Previous work with fundraising boards a plus.

**Work Conditions & Physical Demands:** Demands described here are representative of those that must be met to successfully perform the essential functions of this job

**Salary Information:** \$58,284.00 Annually / Pay Grade L

**Applications Accepted:** May 15, 2023 – June 15, 2023

**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**