



JOB DESCRIPTION

Manager, Strategic Initiatives

Reporting Unit:

Department: Strategic Initiatives

Reporting to: Director, Strategic Initiatives

Created: 3/6/2020

Location: Noblesville, IN

Office Location: Noblesville Admin

FLSA Status: Full Time, Exempt

Modified:

Position Summary

The Manager, Strategic Initiatives will plan and implement day-to-day management and oversight of strategic programs (e.g. housing, employment, etc.) and assigned grant programs, ensuring accuracy, timeliness, and proper documentation.

Essential Responsibilities

- Provide oversight for assigned grant funded programs
- Provide grant administration, monitor and reconcile awards, and ensure award regulations are in compliance
- Work with Director Strategic Initiatives in the fiscal management of Aspire grants
- Work with Auditors or other third party compliance entities necessary for the proper management of assigned programs
- Perform quality checks and ensure accuracy of data collected for assigned programs
- Provide regular supervision of staff and participate in coaching on assigned areas of responsibility
- Evaluate performance and competency of assigned staff within required and assigned time frames and standards
- Ensure staff compliance with policies and procedures, including administrative documentation and records
- Monitor and positively affect employee morale
- Implement progressive discipline up to and including termination of assigned employees
- Coordinate and lead staff meetings
- Evaluate progress toward meeting team/program goals
- Demonstrate ability to effectively make decisions, including making difficult and unpopular decisions, and communicating those decisions with ownership and confidence

Staff Management and Mentorship

- Create work climate that emphasizes collective team performance and demonstrates Aspire's core competencies
- Recruit, hire, orient and train new employees
- Provide regular supervision of staff and participate in coaching on assigned areas of responsibility
- Evaluate performance and competency of assigned staff within required and assigned time frames and standards
- Ensure staff compliance with policies and procedures, including administrative documentation and records
- Monitor and positively affect employee morale
- Implement progressive discipline up to and including termination of assigned employees
- Coordinate and lead staff meetings
- Evaluate progress toward meeting team/program goals
- Demonstrate ability to effectively make decisions, including making difficult and unpopular decisions, and communicating those decisions with ownership and confidence



- Oversee the Grant Compliance Technician; the positions related to the TIEH grant which include Housing Outreach Coordinator, Senior Housing Coordinator, Evaluator, and 3 Employment Specialists; and other staff as assigned

Reporting and Documentation

- Meet monthly productivity expectations as defined by Director Strategic Initiatives
- Address the requirements of all grant funding sources as well as the Federal Regulations for grant compliance
- Ensure timely completion and maintenance of agency paperwork according to Aspire standards and as required by external agencies, as well as internal unit and organizational reports and documentation
- Ensure timely completion of all required unit and/or organizational reports and/or documentation according to policies and procedures (e.g. PTO requests, expense sheets, training requests, TB documentation, etc.)

Coordination and Communication

- Become knowledgeable regarding community resources and maintain a strong referral network
- Build and maintain strong working relationships with Aspire staff and supervisors, as well as external contacts
- Interface with and support other Aspire Services

Professional Development

- Complete and maintain compliance with required trainings and education required for the position
- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training

Core Values

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

Position-specific Competencies

- **Helpful** - Serve clients and staff in a friendly, patient and positive manner in acting as a key externally facing representative of the organization
- **Detail-Oriented** - Ensure accurate record keeping with meticulous attention to business information
- **Conscientious** – Repeatedly produces consistent and polished work from established professional disciplines and guidelines; always works to meet high quality standards
- **Organized** – Promptly assists staff and consumers in an organized, efficient, and steady manner; takes pride in maintaining accurate systems
- **Effective communicator** – Use 2-way communication that demonstrates warmth, clarity, and professional consideration for consumer and staff beliefs, values and judgments

Critical Functional Skills & Knowledge

Education

- Bachelor's degree from a college/university accredited by the U.S. Department of Education required

Experience



- Three years of relevant experience, and at least one year of management or supervisory experience required
- Experience overseeing grant compliance preferred
- Experience with third party contracts preferred
- Healthcare and/or non-profit experience and a solid understanding of the behavioral health field highly preferred

Other

- Ability to meet or exceed metric standards that have been established for this organizational level or position within Aspire
- Must maintain strict confidentiality and handle highly confidential information with professionalism
- Must be able to work independently as well as collaboratively within a team setting
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, postage meter, etc.)
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FML absences)
- Responsible for complying with all Aspire policies and procedures, including Aspire Indiana's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents
- Display a positive work ethic

Physical Demands & Working Conditions

The nature of work (physical, mental and visual demands) is consistent with a high activity, general office environment. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Heavy exposure to PC and phones
- Ability to work on a computer for extended periods of time
- Daily, weekly, monthly, and/or annual deadlines
- Ability to communicate effectively by phone or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc
- Prolonged sitting, some bending, stooping, stretching, reaching, standing, walking
- Physical requirements include ability to sit for prolonged periods, stand, walk, reach, use hands and finger, stoop, kneel, crouch or crawl, climb or balance
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to lift files, open filing cabinets, climb to reach higher files, and occasionally lift and/or move average-weight objects up to 25 lbs.



Background Checks

Employment is contingent on background checks as required by Aspire’s policies which may include: Drug Test, Criminal History, Driving History Record, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

Supervisory Responsibilities

This position has supervisory responsibilities:

- Grant Compliance Technician
- Housing Outreach Coordinator
- Senior Housing Coordinator
- Evaluator
- 3 Employment Specialists
- Other staff as assigned

Work Hazard Category

Category III - Normal work routine involves no exposure to blood, body fluids, or tissues

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

Employee Signature

Date

Printed Name