

Diabetes Technical Assistance Center

POSITION DESCRIPTION

Director

POSITION SUMMARY

The Director is responsible for all programmatic components of the DTAC including contracts and proposal development, processing, and implementation, and directs and monitors the DTAC to assure progress toward contracted objectives and deliverables. Working for and with the Executive Director, the Director enhances the program's long-range planning, strategy implementation, and communications efforts. The Director uses cross-program knowledge to support efficient operations that further the mission of the agency.

The Director works under the guidance and supervision of the Principal Investigator and the Executive Director and job performance is evaluated by the Executive Director. The Director guides and supervises the work of the DTAC staff and evaluates their performance.

GOALS AND WORKER ACTIVITIES

- Responsible for the development, implementation, and accomplishment of the annual of DTAC
- Directs and manages DTAC staff to ensure overall high quality and timeliness of all aspects of delivery to funding agencies.
- Manages DTAC grants and contracts to assure overall high quality and timeliness of all aspects of delivery to funding agencies.
- Works with DTAC staff and RSPH financial analyst after award to facilitate fulfillment of grant requirements, effective implementation of programs, and appropriate use of DTAC awards.
- Collaborates with the Executive Director to review and approve program-related budget revision requests, subcontracts, and contract amendments
- Contributes to and coordinates DTAC publications, including the annual report(s) and eblasts announcing programs and events
- Assists in identifying opportunities for new programs and approaches that will maximize DTAC's resources and fulfill the goals of the strategic plan.
- Works with Executive Director and program staff to develop grant proposals for new funding opportunities

- Manages periodic financial and programmatic reports

EDUCATION & EXPERIENCE

The Director must have a combination of education and experience necessary to fulfill the responsibilities and expectations contained in this position description. At a minimum, a candidate must have an advanced degree from an accredited institution of higher learning with demonstrated experience in diabetes at the national, state or local level or clinical experience in the area of diabetes. The candidate should also have held administrative positions of increasing responsibilities, including experience with grant or contract development, implementation and monitoring, staff management, and programmatic experience in health, public health, or related areas.

SALARY RANGE: \$60,000-85,000

KNOWLEDGE/SKILLS & ABILITIES

- Knowledge of diabetes and diabetes treatment and programs
- Demonstrated leadership skills and ability to manage and motivate a team
- Ability to understand and monitor DTAC grants and contracts
- Knowledge of and experience in national, state, or local agencies or non-profit organizations
- Understanding of DTAC's program areas and mission
- Demonstrated experience in formulating and implementing policies and procedures
- Ability to think and act decisively about program and operational issues
- Capacity to group abstract ideas and form coherent picture
- Ability to objectively analyze a situation and evaluate pros and cons of any course of action
- Ability to communicate technical, budgetary and program details to staff and funders, orally and in writing
- Ability to design and implement effective workflow processes and procedures
- Ability to foster an atmosphere which recognizes and respects cultural and individual differences

INFORMATION FOR APPLICANTS

Interested parties may apply for this position on the Emory University Human Resources website at <http://www.hr.emory.edu/careers>, Search for job requisition ID# 13031BR.