



JOB DESCRIPTION

Position Title: Research and Education Grant Manager

Department: Science and Practice

FLSA Status: Exempt

Reports to: Chief Science and Practice Officer

Last Reviewed: August 2010

Supervises: None

BASIC FUNCTION

Responsible for development of grant proposals/applications in areas of practice, research and content development. Acts as staff liaison to assigned committees and /workgroups of AADE. Initiates new efforts in the areas of professional education, practice, and research to achieve AADE's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Practice

- Researches and develops professional and patient programs, products and services.
- Provides input to the Professional Practice Committee and the Marketing Department in developing and analyzing the National Practice Survey and other member needs assessments.
- Provides content expertise acting as a subject matter expert.

Science and Research

- Provides input for the Association's research agenda and interfaces with the AADE Research Committee routinely and as needed.
- Engages in and provides support for multi-disciplinary research-related summits and in-depth studies.
- Supports the Association's efforts to build an evidence-based foundation for diabetes self-management education and training.

Content and Grants Development

- Develops high quality grant proposals/applications for programs, products, and approaches to advance AADE's educational, practice and research activities.
- Identifies grant opportunities that align with AADE's mission and vision.

- Collaborates with other AADE teams regarding program and product development, marketing plans, and budget expectations. Assists in creating business plans, budgets, and performance measures to advance opportunities for AADE and its members.
- Assists in identifying authors, reviewers for new product development.
- Researched and pilots new educational topics, programs and/or formats for new products and services.
- Collaborates with other AADE teams in program and product development, marketing plans and budget expectations.
- Interfaces with all staff in all areas of AADE to, for example, prepare research plans and budgets as part of the grant development process.

EXPERIENCE/EDUCATION

- 5 years professional work experience in program/project management, research development and analysis.
- Demonstrated experience in grant writing and success as measured by awarded grants, preferably in an educational, association, or a non-profit environment.
- Bachelor's degree in relevant field of study required.
- Advanced education and/or experience in a health care related field a plus.
- Previous Association experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled at writing and securing grant funding for education/research initiatives.
- Must possess excellent project management skills with ability to manage multiple tasks (research, development and planning).
- Contracting, collaboration, and negotiation skills essential.
- Ability to forecast trends as it pertains to diabetes education, and assist with developing programs, products and services to meet current and future demands.
- Must possess ability to work both independently on projects and as a team member.
- Knowledge of diabetes and/or chronic diseases preferred.

PHYSICAL DEMANDS

Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Occasional day and overnight travel by air and/or automobile required.

WORKING CONDITIONS

Majority of work performed in a general office environment. Position requires availability for extended hours plus non-traditional hours required to perform job duties. Requires participation and attendance at organization sponsored events and meetings across the country.