
Auburn University Job Description

Job Title: **COACH Operations Manager**

Job Family: No Family

Job Code: **AD12**

Grade FO08 \$45,000 - \$72,000

FLSA status: Exempt

Job Summary

Reporting to the Associate Dean Research, the Director of COACH Operations directs the operations and coordinates financial strategies of the Center for Opioid Research, Education and Outreach (COACH) to support the mission of COACH and the Harrison School of Pharmacy (HSOP).

Essential Functions

1. Develops comprehensive business plans for new initiatives, marketing, forecasting and collaborations. Develops relationships with constituents to advance the research and program in order to achieve the mission of the center. Works with HSOP administrative leadership to develop and deliver key messages through presentations, print and electronic media; coordinates and oversees the development of a range of the website and social media accounts.
2. Collaborates with the Department of Proposal Services to prepare and submit funding proposals and serves as their primary point of contact during the review, award and term of the project.
3. Initiates, directs, and assists in new outreach programming related to COACH. Develops and coordinates outreach presentation requests, workshops and programming. Works with faculty and staff to plan and host all related events; solicits feedback. Strategizes and implements best practices in the design, development and oversight of programs.
4. Develops financial strategies to ensure the operating viability of COACH through analysis of financial data. Prepares and submits financial forms for proposals, grants, and budgeting. Manages the finances so that adequate reserves are available to meet future needs. Provides high level programmatic support by recommending and implementing improvements to programs, procedures, and practices. Provides researchers and administrative leadership with analyses, projections, and trends necessary to keep COACH at the forefront of the industry.
5. Responsible for monitoring all funding contracts and ensuring compliance.
6. Reviews documentation for compliance with University, HSOP, grantor, legal, cost accounting standards and other guidelines.
7. May perform other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No specific discipline. Master's degree desired.
Experience (yrs.)	5	Experience in project or program management to include identifying funding sources and completing successful grant proposals, post award management to include contracts and grants accounting, establishing collaborative relationships and coordinating complex projects with various stakeholders and participants to include event planning, and/or writing publications and presentations. Experience with public health, substance abuse, health policy, health sciences is desired.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Basic knowledge of budgeting, contract development and review, contracts and grants accounting, grant writing, event planning, and data analysis.

Knowledge of funding sources and related databases such as government and foundation funding databases.

Knowledge of general accounting practices.

Knowledge of grant proposal development and management.

Knowledge of presentation software to include powerpoint, tables, graphs, charts, etc.

Knowledge of social media and web communications (may only coordinate with our communications team).

Skills in communicating effectively to various stakeholders and participants as well as written communication of mission, events and grant proposals.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards

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where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Date: 11/10/2022
