

Project Manager:

The Lackawanna County Treatment Court Project Manager serves under the direction of the President Judge, Michael J. Barrasse, of the Court of Common Pleas and the Office of the Court Administrator.

The Project Manager will be responsible for researching, writing and coordinating the grant application process; management of proposals and maintaining a participant database. Develops and monitors court related grants.

Experience/Qualifications:

- A minimum of 2 years of experience in research and grant writing; nonprofit experience a plus
- Bachelor's Degree required
- Demonstrated ability to write successful grant proposals
- Grant writing and grant monitoring experience.
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Able to effectively communicate
- Motivated self-starter with the ability to work independently with purpose and accuracy in meeting deadlines.
- High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint
- Ability to establish and maintain a good working relationship with the Lackawanna County Adult Probation and Parole Office; the Lackawanna County Court of Common Pleas; the Lackawanna County Department of Human Services; the Lackawanna County Office of Youth and Family Services; and all other Lackawanna County offices and agencies that partner with the Treatment Court program.

The Project Manager duties will include, but are not limited to:

- Write high-quality grant proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing of each grant
- Work with Treatment Court Coordinator to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develop and maintain a proposal calendar,
- Coordinate and follow-up on the progress of submitted proposals
- Develops an annual grants strategy
- Conduct prospect research to identify, cultivate and solicit new grants
- Create and maintain the Program's data collection system; compile statistical data.
- Document the progress of participants in the program and completion of program requirements; analyze results to program goals and objectives.
- Research and implementation of current local, regional, and national trends pertaining to Drug Court operations.
- Prepare and maintain program records, reports, and documentation.
- Develop and manage all grant proposals on behalf of the Treatment Court to increase funding and access to treatment services for clients on the Court. This would include developing partnerships with community agencies to develop grant applications to serve the best interests of the partnering organizations and the Treatment Court program.
- Administer the grant programs for the Treatment Court to ensure that all requirements of funding are met and make changes to programmatic issues when necessary.
- Work with the Treatment Court Coordinator regarding the fiscal operations of the Treatment Court to ensure that grant and other public funds are used appropriately.
- Attend meetings, trainings and seminars as required.
- Perform other duties as required.