

Finger Lakes Community Action

Job Title: Sustainability Specialist

FLSA Status: Non-Exempt

Department: Community Schools

Reports To: Director

Summary:

The Sustainability Specialist develops short and long term plans to sustain programs over time that serve youth, families, and adults in Wayne County. The Specialist leverages community based resources, researches alternative funding sources through grants, private foundations, and sponsorship that align with Wayne CAP's Vision and Mission. The Specialist increases resource networks and maintains cross sector relationships to better target services to Wayne County residents and establish systems and practices that sustain programs beyond initial funding cycles. The Specialist works actively with non-profit organizations, agencies, and departments across the county to foster a Community School's Approach to focuses efforts using Multi-Tiered Systems of Support. The Specialist assists in the development and expansion of programs that attend to inequity, trauma, poverty, physical well-being and mental health of Wayne County residents. The Specialist works with corporate sponsors in an attempt to secure long-term relationships the improve the capacity and sustainability of programs that serve Wayne County.

Essential Duties and Responsibilities:

- Use youth voice to create/coordinate work readiness events/resources.
- Connect with School Liaisons for school-related resources.
- Maintain a good relationship with the managers of community resources.
- Work with grantors on providing media and PR for support of programs and relationships between grantors and grantees.
- Work with grantors on establishing long-term relationships to achieve ongoing sponsorship of effective programs
- Advocate for Wayne County programs and non-profit agencies to garner additional support and resources.
- Weekly conduct research to discover new funding resources or efforts to make programs more sustainability.
- Manage and complete reporting requirements for won grants on behalf of nonprofit agencies and CBOs in the Wayne County Community.
- Maintain fiscal records that account for won grants and recipients
- Professionally develop corporate sponsors, foundations and State and Federal representatives on the Community Schools Model, the Collaborative ARCH Framework, Multi Tiered Systems of Support, Trauma Informed Practices, and practices that address equity in rural communities.
 - Contrive plans regarding capacity building and seek resources to achieve plans' goals
 - Write, submit, and manage Federal, State, local and private grant funding to support programs in alignment with Wayne CAP's vision and mission.
 - Support the Director of Community Schools as needs arise.

- Collaborate with local LEAs and other grant writers in the County to support programs.
- Support outreach to the community to get feedback using surveys or gathering participants for focus groups
- Marketing/Coordinating with community/school marketing team to promote community events and local programming
- Stay aware of county-wide events, resources, and programs

Qualifications:

- Collaborator
- Innovator
- Eye for detail
- Hardworking
- Highest Integrity
- Excellent Follow-Through
- Articulate
- Superb Writing Skills
- Good at Developing and Maintaining Budgets
- Technologically Adept
- Listener
- Creative
- Meets Deadlines. Always

Education/Experience:

- Master's degree or higher educational degree
 - Minimum 5 years' grant writing experience or equivalent
 - Minimum 5 years' experience working with Community Schools model
 - Experience working with/supporting the Collaborative ARCH Framework
 - Experience implementing and improving Multi-Tiered Systems of Support
 - Minimum 5 years' providing professional development
 - Minimum 5 years' experience working in public education

Language Ability:

- Able to read and write at the college level and publish work in periodicals, websites, and other multi-media venues.

Math Ability:

- Able to perform high level algebra, basic calculations with high speed and accuracy.

Reasoning Ability:

- High functioning problem solving is required as well as the ability to synthesize and evaluate large amounts of data and information. Must be able to form unique opinions and concepts that are based upon multiple sources of diverse information.

Computer Skills:

- Extensive knowledge in use of Excel (able to develop and use formulas), Word and Adobe Acrobat, Photoshop, and Premiere
- Must be able to produce publications, websites, and digital video. Must be able to edit documents, photos, and video.
- Must be adept in use of Zoom, Teams, Google Meet
- Must be adept in use of G-Drive, Dropbox and OneDrive
- Must be adept in use of Outlook, G-mail

Certificates and Licenses:

- Valid driver's license.
- SDA or equivalency

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:
- Hybrid work/home
- Traditional office environment
- Flexible hours, sometimes necessary to work into late hours to meet deadlines or schedules
- Need to be available at sudden notice to respond to urgent requests, sometimes over weekends and holidays

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Sitting and listening for long extended hours
- Working in front of computer monitors, at times over 12 hours a day

Compliance

“If any person witnesses, learns of, or is asked to participate in any activities that are potentially in violation of the Finger Lakes Community Action Compliance Plan, he or

she should make a confidential contact, without repercussion, to the Compliance Officer, his or her Director/Manager, or the Executive Director. Reports may be made by calling the compliance Hotline (1-315-665-0131 x110), or by emailing information to the Compliance Officer compliance@waynecap.org or by walk-in to the Compliance Officer's office.”

Medicaid Fraud

Medicaid fraud and abuse affects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG's recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.

Finger Lakes Community Action employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG's fraud hotline. Tips can be completely anonymous—and OMIG investigates all reported information.

If you suspect fraud or abuse, call toll free: 1-877-87-FRAUD * 1-877-873-7283

Employer's Disclaimer

- **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**
- **This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**
- **This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.**