

sample job description: project director

Responsibilities

The Project Director is responsible for the general management and oversight of the coalition, its funding sources, monitoring and reporting.

Duties

Specific duties include but are not limited to:

- Structure of the coalition
- Facilitation of the coalition process
- Supervision of staff assigned to the coalition
- Primary liaison between the fiscal agent and the coalition
- Staff for the finance committee
- Assist the coalition with planning, implementation and evaluation of coalition activities

Other duties not assigned to the coalition maybe part of this position and are detailed as part of the fiscal agent's official job description