**Key Lead Staff Responsibilities and Salary Recommendations**

**Lead Program Manager –** Overall fiscal and project responsibility. Submits grants and revisions, signs off on SAGE reports, etc. Could be Senior staff that oversees multiple programs/projects. Often partial FTE. Salary in line with organizational structure. This will often be current staff person assigned this program.

**Lead Program Coordinator –** Responsible for day-to-day lead program, including planning, staff management, external relationships, maintaining project policies/procedures, reporting. Salary in line with organizational salary structure. May or may not be current staff person.

**Lead Outreach and Intake or Program Assistant** – Responsible for outreach to target community, marketing/messaging, intake of documentation to qualify applications, customer relations, and possibly scheduling. Could be partial FTE if organization is doing outreach for multiple programs or projects. Salary in line with organizational salary structure. May or may not be current staff person.

**Lead Construction Manager** (Required position)– Responsible for all aspects of lead production, including coordination of effort with customers and contractions, scheduling/overseeing lead inspection, producing Scopes of Work, oversight of lead contractors and work, management of lead clearances, and coordination with Departments of Health. While the salaries for most positions on this list are dependent upon current organizational salary structure, the LCM is a specialized position that few people can fill. As such they require a premium salary that may skew your current structure. Agencies have tried and failed to find good LCMs for a discounted price. The Job Description that is attached has a salary range of $55,000-$75,000. This is supported by the grant and necessary to find a qualified person to fill this key role. If you have a quality LCM, you’ll have a successful project. If you try to get a cut rate LCM, your project will be a failure.

See attachments for job description template for some of these positions.

* Lead Coordinator
* Lead Outreach/Program Assistant
* Lead Construction Manager