

INSTITUTE FOR NONVIOLENCE CHICAGO

POSITION TITLE: Grants Manager

REPORTS TO: Deputy Director of Grants Management

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using for major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

POSITION OVERVIEW:

The Grants Manager works under the general supervision of the Deputy Director of Grants Management to ensure the efficient and productive operation of the finance department. The Grants Manager monitors, supports, and ensures the effective administration of a portfolio of INVC grants, including overseeing monitoring of subrecipient agencies. The Grants Manager coordinates with program, data, and fiscal staff at INVC and subrecipient agencies to support the lifecycle of assigned grants. The Grants Manager is responsible for key grants management activities including developing and managing subaward agreements and contracts, processing and tracking subrecipient requests for payment, supporting subgrantee monitoring and grants administration training activities, coordinating with all project staff to ensure compliance with grant terms and conditions and organization procedures, and supporting budget management, performance tracking and reporting. The Grants Manager works closely with INVC and subrecipient finance staff on grant budget preparation, financial reporting, and establishing cost tracking methodologies and systems, including personnel management.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Manage INVC's grants administration process for assigned grants including but not limited to the Scaling Community Violence Intervention for a Safer Chicago (SC2) initiative.
- Work closely with Program, Development, Finance and our accounting personnel at our professional employer organization to ensure effective management of assigned grants, including supporting the development of proposal budgets and post award tracking of subgrantees, project personnel, grant expenses, deliverables and reporting requirements.
- Provide expertise on grant compliance and ensure adherence to all applicable regulations, policies, and procedures in collaboration with Program and Finance staff. Collaborate with Program and Finance staff to update and develop compliance policies and procedures as needed.
- Collaborate with other INVC staff in developing and reviewing sub-grant and consulting agreements pertinent to assigned grant projects.

- Collaborate with Program and Finance staff to manage contracts, process and track payments and expenses, and oversee invoicing and financial reporting on advancement and reimbursement-based grants.
- Coordinate with Program and Finance staff to train and monitor subgrantees to guard against unallowable costs and ensure adherence to policies, procedures and reporting requirements.
- Schedule and conduct annual audit of INVC subgrantees to ensure compliance. In collaboration with INVC Finance staff develop audit tool for use in annual audits.
- Prepare internal and external reports and analyses both fiscal and programmatic.
- Prioritize projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals and reports.
- Collaborate with the Director of Data & Tech Operations and Program Managers to collect accurate and current program information and data for use in proposals and reports.
- Provides analysis and makes interdepartmental recommendations to improve the effectiveness and efficiency of agency grant proposals and renewal systems.
- Pursue professional development opportunities.
- Maintain required job knowledge and skills and core professional competencies.
- Actively participate in required educational programs and staff meetings.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree and five years of experience in grants management, public administration, foundation administration, government finance or a directly related field.
- Expertise in the applicable rules, regulations and procedures pertaining to City, State and/or Federal funding.
- Facility with standard business software packages (Microsoft), Adobe CCS, the Internet, and Windows-based desktop computers. Microsoft Excel and Adobe Acrobat experience are required.
- Advanced skills in analysis and planning.
- Excellent written and oral communications skills, and the maturity to work with management staff in highly complex environments.
- Ability to work effectively with diverse individuals and groups.



SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with Nonviolence Chicago requires proof of vaccination or an approved medical exemption.

To apply, please send a cover letter along with your resume to hire@nonviolencechicago.org.

Institute for Nonviolence Chicago -- EEO Statement

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.