

INSTITUTE FOR NONVIOLENCE CHICAGO

POSITION TITLE: Deputy Director of Grants Management

REPORTS TO: Director of Finance

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: Reporting to the Director of Finance, the Deputy Director of Grants Management oversees compliance with and administration of INVC's portfolio of government grants, corporate and private funds as well as provides support in budgeting, forecasting and overall strategic direction on grants management. This position is tasked with all post-award compliance and will play a critical role in the development and refinement of a sustainable internal fiscal structure that will support a growing organization. As such, this position is a key leader within the Finance Department and works closely with all areas of INVC leadership to integrate its work into the day-to-day operations of the organization. The Deputy Director of Grants Management supervises the Grants Coordinator.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Oversees compliance with and administration of INVC's portfolio of government grants and private funds
- Supervise a grants compliance and management staff
- Maintain regular communication with the Director of Finance and contribute to the overall strategic direction on grants as well as the development of organization-wide fiscal policies and procedures
- Collaborate with all areas of INVC leadership to integrate the work of the Finance Department work into the day-to-day operations of the organization
- Participate in regular meetings with Metropolitan Family Services finance and accounting team
- Work with the development department to provide pre-award financial documentation, surveys and report requests to assist with their submission of proposals to potential funders
- Work with data department to ensure all required reporting is thorough and submitted on time
- Work with program staff regarding program operations and highlight implications for existing grant metrics/deliverables
- Maintain positive working relationships with funder staff
- Prepare documentation for and participate in monthly budget meetings

- Oversee the preparation of budget revisions and reallocation requests
- Oversee the timely submission of vouchers to government funders
- Oversee audit requests by government funding agencies as well as independent annual audits
- Act as a key player in the annual organizational budgeting process
- Complete other tasks as assigned

QUALIFICATIONS:

- At least five (5) years of experience in grants management and administration
- Deep knowledge of public and private grant cycles as well as the Chicago landscape of non-profit organizations and their funding streams
- A proven track record of improving and enhancing existing grants management, developing new solutions and maintaining positive relationships with granting agency representatives
- Excellent financial, analytical, organizational, and problem-solving skills
- Ability to deliver detail-oriented, high-quality work in constantly evolving environment
- Ability to use of Microsoft Office software, including Excel, Word, and PowerPoint.
- Bachelor's degree in public administration, business, finance, accounting or related field, master's preferred
- Ability to communicate effectively both verbally and in written form with a diverse population
- Maintains a passionate commitment to social justice, equity, and violence reduction in the City of Chicago

SALARY/BENEFITS:

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

To apply, please send a cover letter along with your resume to [hiring@nonviolencechicago.org](mailto: hiring@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.