

TITLE: Regional Grants Program Manager

Pay: \$61,500 annual salary

Status: Exempt

NATURE OF WORK

Reporting directly to the Executive Director of Region 1 Planning Council, the Regional Grants Program Manager is responsible for the administration of the County Criminal Justice Coordination Council (CJCC) to guide strategic planning and systems change, as well as administration and continued development of special projects within the CJCC.

Additionally, in the role of Administrator of Funded Programs and as Grant Writer, the Regional Grants Program Manager is responsible for the administration of a full range of activities required for daily program operations to include fiscal and data management of projects and supervision of project staff [when funded]. This role provides professional services for fiscal management and fund control such as budgeting, financial management, internal controls, accounting, disbursements, financial reporting, and account reconciliation to ensure the proper, efficient, effective, and transparent use of the funds to be provided under the Program. Additionally, the Regional Grants Programs Manager seeks out funding, advocates for funding, prepares, submits, manages grant proposals, and acts as fiscal agent/compliance manager of subsequent contracts.

ESSENTIAL DUTIES

AS ADMINISTRATOR OF CRIMINAL JUSTICE COORDINATING COUNCIL

- Develops and coordinates the planning and implementation of Criminal Justice Collaborating Council (CJCC) initiatives and activities under the direction of the CJCC Executive Committee and in partnership with the National Criminal Justice Association, the Illinois Criminal Justice Information Authority, and Loyola University.
- Works collaboratively with CJCC partners to coordinate work plans, policies, and procedures that are updated periodically, consistent with the CJCC mission and goals.
- Recommends changes and improvements of practices and procedures to the CJCC, incorporating concepts of continuous quality improvement and implementation of evidence-based best practices.
- Works with technical assistance partners to address issues identified by the CJCC and its committees.
- Communicates with state legislative leaders on legislation affecting the criminal justice system.
- Meets with elected officials and other stakeholders, as requested, to provide updates and other information necessary to carry out the function of the CJCC.
- Partners with community stakeholders to align private, NGO, and governmental services within the criminal justice continuum of care. Aligns multi-disciplinary teams (MDTs).
- Communicates with community partners and committees the activities and projects of the CJCC.
- Seeks and coordinates State-level speakers for quarterly meetings.
- Develops agendas, meeting minutes, and other correspondence. Attends all relevant meetings.
- Represents the CJCC as directed, in all coordinated justice system planning efforts and at local and state committee meetings and seminars.
- Collaborates with governmental, judicial, and private agencies to coordinate services and assist in problem resolution.

AS ADMINISTRATOR OF FUNDED PROGRAMS

- Responsible for fiscal and data management as well as overseeing daily operations of funded programs.
- Administers financial management of federal and state funding to implement Programs effectively.
- Establishes and implements internal control mechanisms, which provide reasonable assurance to accomplish objectives related to the reliability of reporting, compliance with laws and regulations, and effectiveness and efficiency of operations. Monitors these systems on a daily basis.
- Responsible for the development of Strategic and Grant Action Plans.
- Responsible for draw-down requests and grant adjustments requests.
- Takes all necessary actions to prepare documents, budgets, plans, reports, disbursement requests, or certifications as required. Evaluates operations and activities, recommends improvements and modifications, and prepares associated reports.
- Ensures program is making satisfactory progress toward all program goals and objectives according to grant agreements and federal, state, and regulations.
- Protects the financial management activity from fraud, waste, and abuse.
- Responds promptly and fairly to complaints about the timeliness of payments.
- Cooperates and collaborates with all Implementing Entities; provides input proactively.
- Develops RFPs, corresponding evaluation processes, and subsequent contracts.
- Provides staff supervision to include direct, daily supervision ensuring barriers are addressed.
- Identifies alternate sources of funding and/or creative partnerships to support programming.

AS GRANT WRITER

- Advocates and performs research on all funding sources to evaluate prospects for grants.
- Develops and prepares proposals and grant applications according to guidelines; complies with all grant reporting as required by funding sources.
- Designs programs used to prepare grants including responses to federal and state funding opportunities.
- Studies reports related to program outcomes, best practices, and research-based initiatives.
- Reviews administrative practices of programming partners; makes recommendations for improvement.
- Coordinates grant compliance activities with other department personnel and other partner organizations; attend meetings, conferences and workshops.

SUPERVISION RECEIVED

Work is performed under the general supervision of the R1PC Executive Director. Specific tasks and work direction for grant writing may be assigned through the Deputy Director with considerable latitude and independence for carrying out tasks and assignments to completion. Additional guidance is provided through established regulations, codes and ordinances, policies and procedures. Work is reviewed through reports and meetings for timely accomplishment of tasks and annually for overall results achieved.

SUPERVISION EXERCISED

Supervision is a requirement of this position as special projects dictate.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is performed primarily in an office session, sitting at a desk and operating a personal computer. Work requires regular meetings that involve travel throughout the area.

SUCCESS FACTORS (KSA's)

- Possess superior knowledge of the criminal justice and human service delivery systems.
- The ability to effectively train, mentor, and develop program staff.
- Exhibit the ability to self-organize and manage complex projects.
- Exhibit strong interpersonal and public relations skills to work effectively with various clients, elected officials, staff, and citizens.
- Possess the ability to understand and manage high-profile, sensitive or controversial situations.
- Ability to interpret and explain regulations, funding announcements, grant agreements, sub awards, policies and procedures applicable to criminal justice and human services grant programs.
- Ability to synthesize large amounts of information and abstract ideas into defined programs and initiatives and link those programs and initiatives to potential funding sources.
- Ability to write persuasively while adhering to technical requirements and instructions of RFPs and NOFAs.
- Ability to work effectively on multiple projects simultaneously and to demonstrate flexibility and ability to handle numerous requests and assignments from different disciplines.
- Ability to implement and maintain systems for financial and account controls for various grant programs.

EDUCATION, TRAINING, AND EXPERIENCE

- Minimum bachelor's degree in Public Administration, Criminal Justice, Human Services, Organizational Development, or other closely related field.
- Three years of non-profit or criminal justice experience preferred.
- Prior experience researching, writing, and managing grant awards (prefer federal grant experience).
- Prior experience in program and budget development.
- Proficient in MS Office, including MS Word and Excel; Adobe Acrobat experience required.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.