



## **ASSISTANT DIRECTOR FOR GRANTS MANAGEMENT:**

The Assistant Director for Grants Management will assist with various aspects to ensure compliance with grant processes, financial activities, and documentation while providing technical assistance and supporting effective program implementation. This role fosters collaboration, standardizes procedures, and ensures adherence to state and federal regulations, including the Grants Accountability and Transparency Act (GATA).

### **Duties/Responsibilities:**

#### **Grant Administration and Compliance:**

- Maintain the Board's grant opportunities in the Catalog of State Financial Assistance in GATA.
- Review pre-award qualifications in GATA.
- Publish grant opportunities to the Notice of Funding Opportunity (NOFO) in GATA.
- Prepare, organize, and maintain paper and electronic grant documents as required by federal and state laws, including grant agreements, intergovernmental agreements, amendments, and payment requests.
- Facilitate reconciliation of grants annually with program compliance staff to compare ICCB grant payments to grantee expenditure reports and assist in generating return of grant funds notifications.

#### **Document Management and Standardization:**

- Develop, maintain, and distribute standardized templates for all grant documents, including applications, budgets, NOFOs, reports, and exhibits.

#### **Financial Monitoring and Reporting:**

- Receive approved budgets from program compliance staff to create the grantee available funds tracking file.
- Monitor grantees' available funds and approve payment requests.
- Provide monthly updates of grant drawdown reports to ICCB Senior Directors and Executive Management.

#### **Collaboration and Technical Assistance:**

- Collaborate with ICCB staff, particularly program areas, fiscal, and IT, on the implementation of the statewide grants management system (GMS).
- Provide timely updates and technical assistance for GATA, GMS, and federal and state rules concerning ICCB-administered grants.
- Provide technical assistance to grantees and ICCB program staff.



**Other Responsibilities:**

- Perform other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree in business administration, accounting, finance, economics, or a field related to the position.
- Additional knowledge, education, training and/or sponsored project experience in the area of specialization inherent to the position may be required.

**Additional Desirable Qualifications:**

- Five years of progressively responsible professional experience in accounting, finance, grants and contract management, or a closely related field.
- Experience with grants or project management systems and Microsoft Office software.
- Experience with, or adequate knowledge of, the Illinois Community College System.
- Ability to communicate effectively orally and in writing.
- Ability to work independently and exercise judgment.