

ASSISTANT DIRECTOR FOR GRANTS MANAGEMENT: The Assistant Director for Grants Management will be responsible for various aspects of grant administration within the organization.

1. Performance – Regular Assignments:

- a. Maintain the Board’s grant opportunities in the Catalog of State Financial Assistance in GATA.
- b. Review pre-award qualifications in GATA.
- c. Develop, maintain, and distribute to program staff ICCB standardized templates for all grant documents including (Applications, Budgets, Notice of Funding Opportunity (NOFO), reports, Grant Exhibits, etc.).
- d. Publish grant opportunities to the Notice of Funding Opportunity (NOFO) in GATA.
- e. 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 for the Board’s contracts and grants.
- f. Receive approved budgets from program compliance staff to create the grantee available funds tracking file.
- g. Monitor grantees available funds and approve payment requests. Provide monthly updates of grant draw down reports to ICCB Senior Directors and Executive Management.
- h. Facilitate reconciliation of grants on an annual basis with program compliance staff to compare ICCB grant payments to grantee expenditure reports and assist program compliance in generating return of grant funds notifications.
- i. Collaborate with ICCB staff, particularly program areas, fiscal and IT, on the implementation of the statewide grants management system (GMS) and provide timely updates and technical assistance for Grants Accountability and Transparency Act (GATA), GMS, and federal and state rules concerning ICCB administered grants.
- j. Provide technical assistance to grantees and ICCB program staff.
- k. Perform other duties as assigned.

2. Liaison:

- a. Governor’s Office of Management and Budget - GATA Unit
- b. Amplifund support team – Statewide Grants Management System
- c. ICCB grantees
- d. ICCB Program Staff

Minimum Qualifications

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

Additional Desirable Qualifications

1. Five years of progressively responsible professional experience in accounting, finance, grants and contract management, or a closely related field.
2. Experience with grants or project management systems and Microsoft Office software.
3. Experience with, or adequate knowledge of, the Illinois Community College System.

Assistant Director for Grants Management (Continued)

4. Ability to communicate effectively orally and in writing.
5. Ability to work independently and exercise judgment.