

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5235
Job Title: Grants Management Director
Salary Grade: 024
Bureau: Finance
Department: Budget & Management Services
Dept. Budget No. 014
Position I.D. 9500510
Shakman Exempt

Characteristics of the Position

General Overview

Provide management with planning and coordination of grant development opportunities. Develop, recommend and implement policies and procedures related to grant management and applications. The individual in this position reports to the Budget & Management Services Director and is accountable for providing leadership for interdepartmental activities regarding the administration, acquiring and researching of Federal, State and Other restricted funds.

Key Responsibilities and Duties

Meets all deadlines for periodic grant reports.

Produces grant proposals and executes timely submissions.

Maintains communication with all interested parties regarding status and reports of grant funding.

Author all grant timelines related to the Grant Management Program.

Work with departments to make grant opportunities available online.

Prepare, maintain and disseminate written policies and procedures for grant accounting, including revenue recognition. Assist with the budgeting process and clarification of expenses as requested.

Work with grant staff and to create a Review Committee with related expertise to ensure that all reporting requirements for application are met.

Monitor compliance with grant restrictions and reporting

Prepare, maintain and disseminate written policies and procedures for grant accounting, including revenue recognition.

Assist with the budgeting process and clarification of expenses as requested

Knowledge, Skills and Abilities

Ability to research, write and monitor grant proposals.

Demonstrated record of success in grant writing and knowledge of the funding community.

Superb organizational skills; diligent attention to detail; ability to plan, track and complete long-range project deadlines and goals.

Ability to prioritize, track and implement multiple tasks simultaneously; ability to deal well with a large volume of work while maintaining high quality, efficiency, timeliness.

Outstanding communication skills, both written and oral.

Ability to utilize Microsoft Office software, including Word, PowerPoint, and Excel

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS a minimum of three (3) years of experience in the administration, analysis and review of budgetary, revenue or other financial or grant related resources OR, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree or secondary degree.

Five (5) years grant development experience, including hands-on corporate and/or foundation grant writing responsibility desired. Must be able to demonstrate pattern of successful grant proposals.

Prior supervisory or managerial work experience.

Experience in grant development, management and writing.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.