

ASSOCIATE DIRECTOR FOR GRANTS MANAGEMENT – The Associate Director for Grants Management reports directly to the Senior Director for Grants Management and Financial Compliance and has the following responsibilities:

1. Performance – Regular Assignments:

- a. Publish grant opportunities to the Notice of Funding Opportunity (NOFO).
- b. Maintain the Board’s grant opportunities in the Catalog of State Financial Assistance.
- c. Prepare, organize, and maintain paper and electronic grant documents as required by federal and state laws, including grant agreements, amendments, and closeout packages for the Board’s contracts and grants.
- d. Monitor due dates and collect all required fiscal and programmatic reports as required in the grant agreement, and review documents for accuracy. Retain audit compliance documentation of receipt dates as well as any communications to grantees regarding overdue reports. Notify appropriate ICCB programmatic staff of receipt.
- e. Receive approved budgets from ICCB staff to create the grantee available funds tracking file. Approve budget modifications for line item transfers and update the available funds tracking file. Submit budget modifications due to project scope change to appropriate programmatic staff for approval.
- f. Monitor grantees available funds and process payment requests. Provide monthly updates of grant draw down reports to ICCB Senior Directors and Executive Management.
- g. 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.
- h. Provide technical assistance, training, and timely updates on the grant process, statewide grants management system, and GATA to grantees.
- i. Develop, implement, and maintain written policies and procedures for agencywide grant administration.
- j. Perform other duties as assigned by the Senior Director for Grants Management & Financial Compliance.

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. High school graduation or equivalent.
2. Any one, or any combination totaling five years from the following categories:
 - a. college course work in business, finance, accounting, or a related field:
 - 60 semester hours or an associate degree equals one year.
 - 90 semester hours equals two years.
 - 120 semester hours or a bachelor’s degree equals three years.
 - Master’s degree or higher equals four years.

Associate Director for Grants Management (Continued)

- b. Progressively more responsible professional, managerial, and supervisory experience that included experience in areas such as supervising staff or a job function, organizing and coordinating office operations, and performing duties that led to knowledge of generally accepted office management principles.

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 the state accounting system.
3. Experience with, or adequate knowledge of, the Illinois Community College System.
4. Ability to communicate effectively orally and in writing.
5. Ability to work independently and exercise judgment.