

JOB DESCRIPTION

Title: Grants Coordinator
Department: Program
Reports to: Senior Policy Analyst
FLSA Status: Non-Exempt
Job Grade: 106

Job Purpose:

The Grants Coordinator is an essential part of Get IN Chicago's mission to provide better life outcomes for youth living in communities hardest hit by poverty and violence. This position drives the overall administrative process of grant making and provides accurate, reliable and responsive service that is critical for Get IN Chicago's relationships with grant seekers, grantees, and internal staff. The functional responsibility of this position is supporting the Senior Policy Analyst to administer Get IN Chicago's competitive grant making, from application to final reporting.

The ideal candidate is a collaborative, open-minded, exceptional achiever ready to contribute to our vision of safer communities and brighter youth futures. Additionally, a strong candidate should be an intellectually curious leader who will bring skills, passion, and an innovative spirit.

Job Duties:

- Oversee the eligibility, data entry, acknowledgement, tracking, dispensation, and communication of the decision for all competitive grants to ensure an effective and efficient process for grant seekers and Get IN Chicago staff
- Communicate Get IN Chicago guidelines and priorities to grant seekers
- Maintain knowledge of the grants management system procedures and software updates, work with vendor to implement and maintain grantee database sites for program reporting, and provide training to grant seekers and staff on an ongoing basis
- Provide a positive customer experience through timely, effective, and accurate responses to inquiries from grant seekers/grantees regarding the grants management systems
- Coordinate implementation of grants and revision requests, including grant records, work plans, scopes of work, and contracts
- Ensure grant records are accurate and well maintained
- Monitor grant recipient performance, deliverables and payments through regular review of progress reports, budgets, final reports and use of Cityspan to ensure grant compliance
- Prepare summative reports regarding grantee performance using Cityspan and other data

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- Support program and other staff with the retrieval and reporting of data stored within the grants management system
- Provide day to day support for program staff and for grant seekers

This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

Job Qualifications:

- Bachelor's degree required
- Three to five years of relevant job experience, preferably in nonprofit grants management
- Advanced computer skills and proficiency with Microsoft Office software applications, especially Word and Excel
- Experience using and/or managing Cityspan preferred; or a similar data management system for tracking programs, funding and outcomes
- Must be service oriented and committed to providing exceptional customer service to our grant seekers and grantees
- Must have the desire and aptitude to quickly develop a working knowledge of Get IN Chicago's grant making and implementation systems and processes
- Ability to manage multiple priorities and the capacity to meet overlapping deadlines
- Flexibility to adapt to changing conditions and reprioritize tasks
- Must be extremely organized and detail oriented
- Must have the capacity and flexibility to work both independently and collaboratively
- Ability to coordinate work flows among multiple internal staff members and external stakeholders
- Strong analytical and problem solving skills
- Ability to exercise judgment in the application of policies and procedures
- Must have high integrity and the ability to handle confidential information in a discreet and disciplined manner
- Ability to regularly perform repetitive tasks
- Excellent written and verbal communication skills
- Effective interpersonal skills with an ability to interface with individuals at all levels
- Must have the ability to build and maintain positive relationships

Job Location:

- Get IN Chicago is located at 225 N. Michigan Ave., Suite 2200

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Background:

Although violence and crime affect people of all ages, the impact of violence on youth has been particularly detrimental. The widespread incidence of youth violence in Chicago is associated with other negative effects, such as increased rates of depression, anxiety, delinquency, poor school performance, and low rates of high school completion.

By funding evidence-based programs and services, Get IN Chicago works to reduce rates of youth violence and disrupt the adverse outcomes associated with it. Partnerships with community-based organizations, public agencies, and corporate funders create opportunities to implement programs that can bring about population-level impacts for youth at greatest risk of violence, and strengthen existing community assets that create safer neighborhoods.

Get IN Chicago's strategy is informed by research. Through innovation, collaboration, and capacity building, Get IN Chicago strives to provide youth with viable pathways to positive outcomes. To learn more, visit www.getinchicago.org

About The Chicago Community Trust:

Get IN Chicago is affiliated with the Chicago Community Trust. The Chicago Community Trust is a community foundation dedicated to improving our region through strategic grant making, civic engagement, and inspiring philanthropy. The Trust is here to serve the non-profit organizations, the generous donors and the thoughtful residents who strive to make a difference, helping their bold vision create lasting community change. The Trust works with a number of partnerships and initiatives to accomplish this work.

As businesses, local governments, and organizations strive to solve pressing challenges, the Trust brings these key actors together. Working together, the Trust leverages collective knowledge, creativity and resources for a greater impact than any of us can make alone.

Contact:

To expedite processing, interested individuals are encouraged to send a resume and cover letter to info@getinchicago.org

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