

Job Title:	Grants Administrator	Reports To:	Grants and Resource Development Manager
Location:	Chicago	Travel Required:	
Level/Salary Range:	DOE	Position Type:	Exempt
HR Contact:	Claudria Hurt	Date Posted:	2/4/2019
External Posting URL:			
Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Grants Administrator			

Job Description:
<p>Position Overview: The Grants Administrator position at AllianceChicago provides the exciting opportunity to play a vital role in community health and information technology-related programming and research through the organization, submission, and coordination of grants, as well as, efforts to help build the resource infrastructure at the organization and to maintain funding compliance.</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Supports the prospecting process for new funding opportunities in alignment with AllianceChicago's Annual Development Plan • Assists with the development of federal, foundation, and corporate grant submissions • Helps review Request for Proposals (RFPs), Funding Opportunity Announcements (FOAs), and Foundation Guidelines for alignment with AllianceChicago's mission and to determine eligibility • Supports the development of policies and procedures for organizational resource acquisition, CRM processes, and grant lifecycle management • Helps to plan and maintain the annual grant submission calendar • Assists in presenting funding opportunities, program concepts, and grant information to internal staff to determine feasibility and in support of organizational priorities and activities which support AllianceChicago's mission • Develops and updates letters of support, bio-sketches, CVs, and other Principal Investigator and grant-related artifacts and forms • Assists in developing budgets and budget justifications with the AllianceChicago Finance Division and Program Leads • Supports project-related contract tracking efforts in conjunction with the Finance Division • Adheres to and supports AllianceChicago documentation standards within the Salesforce CRM for grants, contracts, SOWs, and other grant-related activities • Expresses the mission, vision, and values of AllianceChicago and participates in other grant-specific duties <p>Other Requirements:</p> <ul style="list-style-type: none"> • Demonstrates exceptional skill in organization and efficiency • Demonstrates strong problem-solving skills • Demonstrates ability to work independently • Extremely familiar and proficient with Microsoft Office Professional products such as Excel, Word, and Outlook • Familiarity with grant application processes, funding regulations, and compliance approaches for grants and contracts • Familiarity with funding agencies related to health and social science research • Uses excellent verbal and written communication and interpersonal skills • Communicates effectively and in a timely manner with funding agencies and external collaborators • Ability to multi-task and work on simultaneous projects

- Ability to prioritize workload to ensure on-time project completion
- Works with keen attention to detail

Education/Training/Expertise:

- Bachelor's or master's degree in public health, social science, nonprofit administration, or a related field, is required as is at least one year of experience with grant writing in an academic or nonprofit setting.

Working Conditions:

- General office setting, extensive telephone and desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a close multidisciplinary team environment

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.