



“Working Harder To Make Aging Easier”

The Northeastern Illinois Area Agency on Aging is accepting applications **through January 11, 2019** for the position of: **GRANTS COORDINATOR**

Agency on Aging is a well-respected and well established non-profit company serving older adults and their families living in the collar counties of DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will is seeking a Grants Coordinator. This position, in conjunction with the Grants Division Manager and Fiscal Analyst positions, provides a supportive and accountable environment for the award and management of Older Americans Act program/service resources. **Primary responsibilities include:**

- **Rules/Regulations:** Maintains knowledge of Federal/state grants administration requirements, policies and procedures (2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule) to insure compliance with grants administration requirements.
- **Funding Opportunity/Solicitation/Renewals:** Lead role in implementing a cloud-based grants management system; design Request for Proposal packages; provides applicant technical support; reviews/scores proposals and presents funding recommendations. Responds to funding decision appeals by rejected applicants, prepares award issuance/authorization documents.
- **Support and Training:** provides guidance on administrative and program requirements; participates in periodic meetings and conducts training, as needed. Maintains knowledge of grantee service operations; provides technical support to assigned agencies including initial grant preparation and subsequent revisions.
- **Reporting:** develops reporting formats/spreadsheets; maintains ledgers and supporting financial records to insure grants administration compliance from initial award through closeout; analyzes fiscal/program data and prepares reports.
- **Risk-Based Performance Monitoring:** participates in grantee monitoring (program and fiscal) to ensure awarded funds are used for authorized purposes in compliance with laws, regulations, and funding agreement provisions (including compliance with audit requirements) to insure performance goals are achieved. Assists in the development and maintenance of written monitoring policies and procedures including the development of risk assessment factors.

The ideal candidate will have a Master's degree in social services, gerontology, or related field, preferred. In the absence of a Master's degree will consider candidates with a Bachelor's degree with work experience supporting required skills. Must have experience working with MS Office (Word/ Excel/Power point) and the ability to analyze data and express oneself clearly and concisely (oral and written).

This is a full-time position with excellent fringe benefits. Salary is commensurate with experience, beginning at \$50,000. The Agency on Aging is an equal opportunity employer. Older persons and minorities are encouraged to apply.

To apply send cover letter and resume to info@ageguide.org Requested information must be submitted electronically by Friday, January 11, 2019.



P.O. BOX 809 □ KANKAKEE, ILLINOIS 60901-0809 □ 815/939-0727
□ FAX 815/939-0022 800/528-2000 E-Mail: info@ageguide.org WEBSITE: www.ageguide.org
FIELD OFFICE: 245 W Roosevelt Road, Bldg. 6, West Chicago, IL 60185 630/293-5990 FAX: 630/293-7488
Counties Served: DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will