



## Grant Manager

Rev. Sept. 2021

New Life Centers provides intensive, community-based mentoring programs for youth and their families in the Little Village, Humboldt Park, Pilsen and Brighton Park communities of Chicago. The target demographics of NLC are; gang-affiliated youth, youth on probation, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peacemakers. Our holistic program model enables us to fulfill our Mission and Vision: *Young people and their families connecting with Christ and Community through restorative justice, safe spaces and life-on-life relationships to create the Beloved Community together.*

### Position Summary

The Grant Manager position is full-time, 40 hours per week (non-exempt, benefits available). The Grant Manager is responsible for managing overall grant efforts and grant writers. The Grant Manager will lead the application and reporting process for grant funding including; determining eligibility, gathering information, coordinating strategy meetings, tracking deadlines, communicating and reporting to funders, etc. May require some local travel (reimbursable). Pay commensurate with experience.

### Job Responsibilities

- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and coordinating/attending strategy meetings and informational sessions.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing requests, review, editing, approval, and submission.
- Oversees the grant writing process.
- Attends pre-submittal meetings, bidder's conferences, webinars, roundtables, etc. as needed.
- Enters and monitors tracking data for application deadlines, renewals, LOI's, RFP releases, etc.
- Assures on time applications.
- Is the main contact for funder related proposal process/reporting inquiries.
- Identifies and communicates risks associated with proposals.
- Leads the organization of updated proposal information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, evaluation, and other data.
- Manages the grant writer and the grant writing process.
- Implements staff annual review.
- Is the main contact for grant writer contractors.
- Determines and delegates grant writing to internal grant writer or contractors.
- Assists in grant writing as needed.
- Stays knowledgeable and up to date of current funding trends, funder requests, and NLC strategic plan.
- Attends required meetings and trainings.
- Meets with key leadership and attends program visits to stay knowledgeable of current operations/successes/needs.
- Demonstrate a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland.
- Other duties as assigned by the Supervisor.

### Required Qualifications

- Must become a Certified Mandated Reporter. Training Provided.
- Must pass a background check, must not have any pending cases.

- Must pass a Child Abuse and Neglect Tracking System background check.
- Must pass a National Sex Offender Registry background check.
- Must have a working phone and phone number.
- One-year experience working in the human services field in a capacity that involves direct services to at-risk youth.
- Cross-cultural competency.
- Ability to communicate effectively both written and verbally.
- Proficient in Microsoft Word and Excel.
- Must be willing to be trained, and proficiently utilize database(s) and information tracking systems relevant to duties.
- Must keep confidentiality of records and participant information.
- Ability to establish and maintain effective working relationships with others.
- Knowledge of restorative justice, violence prevention, and youth development.
- Valid Illinois driver's license, insurance, good driving record, access to a vehicle a plus. Subject to driving background check.

### **How to Apply**

Please submit the following materials to [Careers@newlifecenters.org](mailto:Careers@newlifecenters.org)

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (minimum 2 professional references, email and phone number included)
- Please mention the name of any New Life Centers staff who referred the position to you in your email if applicable.

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include "Grant Manager" in the subject line of your email.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*