

## ILLINOIS COALITION AGAINST SEXUAL ASSAULT

### SPRINGFIELD, ILLINOIS

#### Position Description for: Grants Manager - Compliance

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- I. Title: **Grants Manager–Compliance**
- II. Reports to: Grants Director
- III. Purpose: Monitor contract compliance and funder requirements for ICASA centers. Provide technical assistance to new and developing ICASA centers in the areas of contract compliance.
- IV. Classification: Exempt

#### **PERFORMANCE RESPONSIBILITIES**

The Grants Manager–Compliance reports to the Grants Director in carrying out the following responsibilities:

1. Provide technical assistance to ICASA centers in the areas of state and federal grant compliance.
2. Review and analyze contracts from funders to ensure all applicable requirements are carried forward to ICASA’s contracts with subgrantees.
3. Prepare, distribute, and collect center contracts, certifications, and other subgrantee documents.
4. Stay abreast of Government Accountability and Transparency Act (GATA), Office of Management and Budget's (OMB) Uniform Administrative Requirements and other applicable guidance as it relates to subgrantees.
5. Draft policy and contract language to ensure ICASA centers comply with state and federal guidelines.
6. Monitor ICASA centers’ implementation of new/revised policies and procedures resulting from funder and/or contract requirements.
7. Attend Contracts Review Committee meetings, as needed. Provide information to the Committee for its evaluation of grantees’ compliance with ICASA contracts as well as with applicable state and federal laws. Follow-up on Committee recommendations and decisions.
8. Serve as staff to Grievance Committees as needed. Identify areas of non-compliance with ICASA policies and funder contract requirements. Record meeting minutes and assist with correspondence and logistics as needed.

- 9. Assist with preparation and review of centers’ applications/budgets and reports, as needed.
- 10. Provide support for InfoNet database, including communication with the Illinois Criminal Justice Information Authority, review centers’ funding for staff statements, review of quarterly InfoNet reports, data analysis, centers’ progress towards objectives, and training for centers.
- 11. Review subgrantees yearly Programmatic Risk Assessments and Civil Rights Compliance Questionnaires and provide feedback and technical assistance as needed.
- 12. Work with Grants Manager–Programmatic and Grants Manager–Fiscal to help ensure centers receive consistent guidance and technical assistance.
- 13. Assist with fiscal and/or programmatic site visits, as needed.
- 14. Perform other duties and projects as may be necessary or assigned by the Chief Executive Officer, Chief Operating Officer, or Grants Director.
- 15. Adhere to the philosophy and policies of the Illinois Coalition Against Sexual Assault.

**QUALIFICATIONS**

Education: Bachelor's Degree with emphasis in Business Administration or Finance, Public Administration, Human Services, or similar, or equivalent experience in contract compliance matters.

Experience: Minimum of one-year experience in contract compliance or grant administration/monitoring, or similar.

Job Knowledge: Ability to monitor contract compliance for ICASA centers. Be familiar with GATA and OMB requirements. Excellent written and oral communication skills in order to provide training and technical assistance to centers. Be familiar with sexual assault issues from a feminist perspective.

Other Requirements: Ability to travel; have own means of transportation.

I have read and understand the above qualifications.

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Grants Manager – Compliance

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Date

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Chief Executive Officer

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Date