



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Grant Project Manager

Primary Function

The role of a Grant Project Manager is to develop structures and systems to successfully implement and manage all components of awarded grants. The Grant Project Manager directs staff on the tasks required to adhere to grant compliance and reporting.

Organizational Relationship

Grant Project Manager reports directly to the Assistant Superintendent for Teaching and Learning within the Community Schools Department and works collaboratively with the Teaching and Learning Department and Business Office.

Qualifications

- Bachelor's degree in related fields or equivalent work experience.
- Methodical and strategic thinking
- Project management skills
- Excellent organizational skills
- Strong communication skills
- General understanding of spreadsheets, databases, word processing and other computer applications. Familiarity with Google Workspace, Microsoft Office, and Adobe.
- Willingness and ability to learn new systems and databases as they are adopted by the District
- Ability to keep proper records in accordance with State/Federal guidelines, grant guidelines, and Board policy
- Personable, flexible, and enjoys working with children, teachers, district personnel, and external stakeholders
- Ability to handle staff, student, and district information with confidentiality
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public and coworker relationships
- Ability to physically move about the district
- Proficient skill in English composition, grammar and spelling
- Proficient in a second language (bilingual or multilingual) preferred
- Ability to understand and carry out oral and written directions in English
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds

Performance Responsibilities

1. Streamline the grant administration process from awarded grant application to end of grant cycle
2. Develop long-term strategies, systems, and structures to support the sustainability of grant funding in the District
3. Oversee grant goals, objectives, metrics, outcomes, and timelines in collaboration with grant program directors and data analyst.
4. Ensure compliance aligned to grant reporting timelines for all grant regulations, goals, objectives, data collection, and outcomes.
5. Work with the data analyst to ensure metrics and data collection tools and timelines align with grant reporting requirements.
6. Track and report on grant revenue, budgets, expenditures, and communicate status with all involved departments
7. Identify and track grant funded staff and collaborate with HR and payroll to verify alignment from the grant budget to personnel budgets.
8. Assist the business office with grant software management, grant accounting, and grant audits.
9. Execute in collaboration with the data analyst and program director all required evaluation components and reports
10. Convene and document quarterly meetings with the program director and data analyst to reflect on grant goals and outcomes and make recommendations for future improvements.
11. Serve as the District contact for all grants and liaise between awarding agency (ISBE, Dept. of Education) and the District team
12. Complete all required grant submissions timely and accurately
13. Prepare all required grant amendments, drawdowns, progress reports, periodic reports, and annual reports as required by each grant.
14. Prepare grant reports and presentations for funding agencies and district leadership.
15. Manage all grant databases including G5, IWAS, etc. and required internal document warehousing (MOUs, job descriptions, etc.)
16. Assist with grant writing and grant budget planning
17. Complete all Risk Assessment requirements including GATA and SAMs
18. Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
19. Perform other related tasks as assigned by the Assistant Superintendent

Terms of Employment

12-Month Position (260 work days). Salary and work year established by the Board of Education

Evaluation

Performance will be evaluated in accordance with Board of Education policy.