|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | IN-CJI-Youth Grant  Coordinator | Job Category: |  |
| Department/Group: |  | Job Code/ Req#: | 734775 |
| Location: | Onsite  **Worksite Address:**  402 W Washington Street  Indianapolis, IN 46204 | **Agency Interview**  **Type:** | Phone and in-person |
| Level/Salary Range: | $26-$30/hr on C2C | Position Type: | Contract |
| Req. Status: | Open | **Start Date:** | 05/06/2024 |
| Expenses Allowed | No | **End Date:** | 10/31/2024 |
| No. of Openings: | 1 | No New Submittals  After: | 04/26/2024 |
| Max Submittals by  Vendor per Opening | 2 | Send Resumes to | resumes@taurusbiz.com |
| **Requisition Description** | | | | |
| **Short Description:** Responsible for overseeing the centralized administration of funds spanning the entire grant-making process; through the intake, review, award, and follow up stages.  **Complete Description:**  **Purpose of Position/Summary:**  The Grant Manager is responsible for overseeing the centralized administration of funds spanning the entire grant-making process; through the intake, review, award, and follow up stages. This position will be responsible for managing and monitoring grants authorized by the Indiana Criminal Justice Institute (ICJI) and ensuring consistent grant processing. The position will manage their work in a Grants Management database and use it  to support both grant and youth functions. Additionally, the position will provide analytical, research, and general administrative support to the Youth Division to ensure that programmatic objectives are achieved.  **Essential Duties/Responsibilities:**  Serves as the point person to sub-grantees and other organizations regarding grant management for both federal and state funded grants.  • Maintains schedules, monitors grant balances, tracks incoming inquiries and proposals, provides reports, and responds to inquiries as requested.  • Processes payments for new and continuation grants.  • Analyzes budget and expenditure reports and ensures compliance with reporting requirements.  • Communicates with grantees regarding contracts, reports, contract changes, and payments.  • Responds to intra-office requests for information related to grantees, grant-making procedures, statutes of projects and meetings.  • Update Request for Plan (RFP) for new grant funding cycles as needed.  • Coordinate with the legal team to obtain approval on grants budgets and contracts.  • Monitor IntelliGrants during the life cycle of sub recipient grants.  • Review and score grants for the Youth Division at the close of the Request for Proposals. (RFP).  • Create grant agreement packets for each grant utilizing SCM and Docusign.  • Conducts desk reviews with funded grantees to ensure grants are functioning appropriately and are in alignment with the Indiana Criminal Justice Institute (ICJI) stated policies and the grantees application.  • Maintains working knowledge of federal requirements for federal funding and state requirements for state grant funding.  • Keeps the Division Director abreast of sub-grantee status, performance goals, and evaluations.  • Assists in creating Board of Trustee (BOT) documents for review at board meetings and sub-committee meetings.  • Review and approve fiscal and program reports in a timely manner to ensure accuracy of payments.  • Attend meetings and trainings as necessary.  • Complete other duties as assigned.  **Job Requirements:**  • Bachelor’s Degree or equivalent work experience in combination with education.  • Collect applicable grant application and program report information.  • Update Division Director on grant program periods and balances on a monthly basis.  • Monitor and update youth division personnel and sub grantees regarding grant guidelines, open solicitations, and program updates.  • Develop and guide on how grant funds are to be used for individual projects.  • Review all submitted applications and budgets.  • verify proposed activities and purchases are appropriate and allowable.  • Monitor grantee program activity to ensure program completion and spending.  • Promptly inform Division Director, or designee, of any concerns/issues that could potentially affect funding.  • Provides customer and technical assistance to grantees  • Demonstrates oral and written communication skills to disburse information and provide grant guidance in an understandable clear manner.  • Encourages and facilitates cooperation in a team environment and works well with others to achieve the division’s goals.  • Responds appropriately to stressful and/or emergency situations.  **Preferred Experience:**  • Strong computer skills including proficiency with MS Office programs, including Excel.  • Ability to analyze, think critically, organize, and prioritize.  • Creativity and flexibility in developing approaches and problem solving.  • Effective verbal and written communication skills; open, friendly demeanor and an elevated level of professionalism to represent the Indiana Criminal Justice Institute (ICJI).  • Works well under minimal supervision by taking initiative, ensuring successful project management and timely completion with ability to maintain quality work standard with a high volume of work.  • Takes a positive and flexible approach to tasks and can initiate work independently.  **Supervisory Responsibilities/Direct Reports**  None  **Personal Work Relationships:**  Works with a diverse spectrum of personnel included but not limited to agency staff, officials from local, Federal, and State agencies. Exceptional interpersonal and communication skills with proficiency to build, maintain, and expand strategic relationships.  **Physical Effort:**  Must be able to read, write, and communicate fluently in English. The position requires extensive time in a seated position at a desk/cubicle.  **Working Conditions:**  Work is generally sedentary in nature; but may require standing and walking for up to 10% of the time. This position requires working in the office M-F for 7.5 hours per day.    **Required/Desired Skills**   |  |  |  |  | | --- | --- | --- | --- | | **Skill** | **Required /Desired** | **Amount** | **of Experience** | | 2 years prior experience working for the State of Indiana in an agency that gives or receives grant funding. | Required | 2 | Years | | Prior experience with reviewing, scoring, and monitoring grants throughout the life cycle of a grant | Required | 2 | Years | | Prior experience reviewing grant budgets and approving claims for payment from grant funds. | Required | 2 | Years | | Advanced knowledge of Microsoft Excel, Outlook, Word and other Microsoft products | Required | 4 | Years | | Excellent written, verbal, and interpersonal skills | Required |  |  | | Strong organizational and time  management skills and ability to manage multiple tasks and work under time constraints | Required |  |  | | Bachelor's degree in BA, finance or related field. | Highly desired |  |  |   **Questions**   |  |  | | --- | --- | |  | **Description** | | Question 1 | Absences greater than two weeks MUST be approved by CAI management in advance, and contact  information must be provided to CAI so that the resource can be reached during his or her absence. The  Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date.  Do you accept this requirement? | | Question 2 | Please list candidate's email address | | Question 3 | Please list the city and state where candidate currently resides. | | Question 4 | Position is on-site, Monday thru Friday, 7.5 hour days. Do you accept this requirement: | | Question 5 | Position is expected to last for 3-6 months, with a possibility of extending longer. Do you accept this  requirement? | | Question 6 | Initial interviews will be via Teams, 2nd interviews will require in-person attendance. Do you accept this  requirement? | | | | | |
|  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed By: | Swathi G | Date: | 04/22/2024 |
| Approved By: | Ram S | Date: | 04/22/2024 |
| Last Updated By: | Swathi G | Date/Time: | 04/22/2024 |