



Job Code: 6851

Grade: 23

HCWR: N

Job Title

Grants Program Manager

Department

Cook County Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under direction, the Grant Program Manager oversees all aspects of the programmatic management of extramural funding. Responsible for working with various departments to prepare for the management and administration of funding. Serves as the point person for the external funders for programmatic and fiscal reporting, works closely with principal investigator and programmatic staff to ensure all of the funding requirements are met on a timely basis. Maintains grant funding database and works with principal investigator and programmatic staff to ensure all appropriate oversight of the funds.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Works collaboratively with principal investigators and programmatic staff to launch new extramural funding and manage current funding portfolio
- Works with human resources and procurement to develop necessary positions and contracts for funding
- Ensures communication with the budget office and finance regarding grant budgets
- Prepares information for submittal to the Board for review and approval of funding
- Prepares programmatic reporting for funders
- Maintains a grant management database for all funded projects
- Monitors the budget for the grant funded projects and makes recommendations to principal investigators and programmatic staff regarding adjustments that are needed based on activity and spending
- Submits budget and programmatic changes to funders when necessary
- Provides administrative support for the proper management of the funding
- Prepares reports on a quarterly basis regarding all grant funded activities
- Works closely with the Communication Team to share successes and milestones reached on various funded projects for external communication
- Makes recommendations for sustainability of projects beyond funding periods based on project impact, success, and benefit for patients and community
- Performs other duties as assigned

Minimum Qualifications

- Bachelor's degree in Business, Finance, Urban Studies, Public Administration, Public Health or related field of study from an accredited college or university
- Five (5) years of relevant full-time work experience managing grant programs
- Three (3) years of work experience supervising or managing staff
- Must be able to work flexible hours based on project needs or timelines

Preferred Qualifications

- Master's degree from an accredited college or university



Knowledge, Skills, Abilities and Other Characteristics

- Knowledge developing and managing databases
- Knowledge managing grants and budgets
- Strong analytical skills
- Excellent writing skills
- Skill in supervising individuals and team efforts
- Superior organizational ability and attention to detail ability to meet firm deadlines
- Ability to manage multiple grants on various topics
- Ability to develop and maintain work with team members that consist of a variety of internal and external stakeholders
- Ability to establish and maintain effective working relationships with internal staff and external stakeholders

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.