



Position: Grant Officer

Supervisory Relationship: Senior Program Manager

Organization General Description:

The Resurrection Project (TRP) builds trusting relationships to educate and propel individuals, immigrants, and families to achieve their social and economic aspirations, stable homes, and equitable participation in their community. TRP is a leading provider of affordable housing, financial education, and immigration services on Chicago's Southwest side.

During the past three decades TRP has worked to improve the lives of individuals and families by creating wealth, building assets, and engaging residents to be catalysts for change. Rooted in the Pilsen community, TRP's impact now extends across the City of Chicago and through the State of Illinois; we are making steady progress towards leveraging and preserving more than \$1 billion in community wealth by 2025.

Department Description:

The goal of TRP's Immigrant Justice Department is to provide opportunities for authentic local immigrant leadership, to offer holistic community-based immigration legal services, and to work in coalitions to expand access to legal representation.

General Job Description:

The Grant Officer oversees a portion of TRP's grant programs that provide funding to immigrant justice organizations. The Grant Officer will oversee multiple grant programs, taking responsibility for program monitoring, grant compliance, and subgrantee success. The Grant Officer will provide quality technical assistance, training, and guidance to subgrantee partners as it relates to grant compliance and reporting.

Primary Job Duties and Responsibilities:

- **Subgrantee Management:** Oversee portfolio of grant programs and subgrantee organizations to support them in meeting their goals and adhering to contract. Monitor goal progress & coordinate with finance to ensure grant expenditure.
- **Subgrantee Reporting:** Review periodic subgrantee reports for accuracy and completeness. Request and review revised data from subgrantees as needed. Lead in development and ongoing maintenance of reporting systems.
- **Training & Technical Assistance:** Provide on-going training and technical assistance to subgrantee partners as it relates to grant compliance and reporting, including drafting, proofreading, formatting, and circulating training presentations and written reporting guides.
- **RFP & NOFO processes:** Develop RFPs and/or NOFOs for subgrantee partners to apply for new or renewed funding. Draft and review grant guidelines, application questions and submission, technical assistance session, and other activities related to successful implementation of RFP & NOFO processes.
- **Subgrantee Contracting:** In collaboration with other teams, review required workplans, budgets, and other documents submitted by subgrantees to ensure compliance with grant programs and to make funding decisions. Communicate with subgrantees on missing documents or requirements needed to execute contracts. Ensure subgrantee contracts are sent and executed within the required timeframe of each grant, shared with subgrantees, and stored for audit purposes.
- **Government Reporting:** Prepare monthly and quarterly government reports on provided templates and narrative reports detailing project progress, milestones, and financial expenditures as per grant requirements.

- **Data & Evaluation:** Ensure subgrantee data is accurate and reporting systems are maintained & reviewed frequently for any errors. Provide on-going program evaluation and progress reports on individual subgrantee goal progress & overall program deliverables.
- **Site Visits:** Conduct annual site visits for each subgrantee and grant program. Develop site visit questionnaire, submission process, review goal progress and required documents. Produce site visit reports for each organization and program; initiate performance improvement plans as applicable. Support in collection of information and documents for TRP's government audits.
- **Record-Keeping and Organization:** Maintain accurate, comprehensive records of all grant-related documentation, including application documents, communications, compliance records, and reporting requirements.
- **Copy Editing and Proofreading:** Review all grant proposals and reports for accuracy, clarity, and alignment with organizational standards. Ensure high-quality, error-free documentation.
- **Grant Submission:** Support in preparing and submitting proposals to government funders. Includes pulling relevant data, preparing supplemental documents, and reviewing proposals for accuracy.
- **Additional Responsibilities:**
 - Maintain required job skills and core professional competencies;
 - Maintain open and ongoing communication;
 - Attend and participate in required educational programs and staff meetings; and
 - Perform other duties as assigned.

Essential Qualifications and Skills:

- Minimum of 3 years of experience working with immigration legal services or immigrant advocacy groups;
- Bilingual in English and Spanish strongly preferred;
- Demonstrated leadership in immigrant justice organizations;
- Knowledge of government grant processes and requirements;
- Strong verbal and interpersonal communication skills, including the ability to listen well, convey thoughts clearly, speak in public, and work effectively as a member of a team;
- Excellent analytical, writing, and organization skills with the ability to work well under pressure, multi-task, and meet established timelines and goals;
- Technical skills in Microsoft Office (Word, Excel, Power Point, Outlook) and proficiency with data systems and government grant reporting;
- Ability to deal effectively and professionally in stressful situation and with a high volume of public and professional inquiries while exhibiting sound judgment and using discretion; and
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds.

Salary Range: \$55,000-\$65,000

Special Working Conditions and Demands:

- On-site work schedule: as needed, and no less than 3 days per week.
- Willingness to work flexible hours; some evenings and weekends required.
- Access to a car, valid driver's license and insurance, and ability to travel throughout the state.

Position Classification:

Full-Time, Exempt

Statement of Equal Opportunity:

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions: Please send resume and cover letter by email
trpjobs@resurrectionproject.org.