



Grants Manager

(Contractor)

April 2024

Who Are We?

Chicago Food Policy Action Council (CFPAC) was founded in 2002 as a coalition became a 501c3 nonprofit in 2011, and added full-time staff in 2017. CFPAC connects people across Chicago's food system to build equitable networks and to advance food justice and food sovereignty.

Our Mission & Vision

We envision a food system where residents of all races, genders, and social identities have the right to produce and access food through community-driven, ecologically regenerative, and economically resilient processes. We address gaps in today's food system using an incubator model to initiate solutions that build an equitable future for systematically marginalized, local farms and food businesses. We specifically focus on dismantling structural racism in the food system and lifting up food policies that support Black, Indigenous, and People of Color. We champion food leaders who equitably represent Chicago's tapestry (race, class, gender, social identity) by connecting them within our network to take leadership roles, lead policy conversations, and establish greater capacity for equitable solutions. We prompt grassroots action for food system equity by creating space for leaders to connect, facilitating conversations around policy and solutions, and addressing systemic barriers to food equity and food access. To that end, please visit www.chicagofoodpolicy.com to learn more.

Position Overview

We are seeking a Grants Manager (contractor) to provide strong post-award management for the organization's portfolio of grants awarded to the organization. This position is responsible for understanding the reporting requirements for each awarded grant, work within the organization's system and files to organize necessary documentation and complete reporting and invoicing for each awarded grant, and support the accounting team on accurate month-to-month financial activity for each awarded grant. The Grants Manager is a primary liaison with relevant internal staff for grant admin related matters to funders and internal staff. This position will work closely with the Director of Operations and the Director of Good Food Purchasing Initiative as well as the accounting team. This position is contracted for part-time, up to 20 hours per week.



Objectives You're Here to Meet!

- Develop an effective and organized grants management program measured by streamlined efficiency, organization, and meeting grantee timelines.
- Build and sustain strong working relationships with the accounting team, internal staff, and outside partners.
- Ensure the organization is staying on track with grant deliverables in reporting, data collection, and expenditure reports with supporting documentation.

Position is Accountable for...

- Initiate correspondence to grantee institutions regarding grant-related questions and problems, clarification of policy and procedures, or requests for additional information.
- Lead the preparation of reports to track status of awards and funding.
- Prepare grant reporting deliverables for the full grant-portfolio of over a dozen different grants, including monthly, quarterly, and final reimbursement, invoicing, and data reporting requirements as is applicable.
- Support the integration of added grants into the grant management and reporting processes.
- Maintain accurate and up-to-date tools and reports to reflect accurate reimbursement amounts for grants.
- Manage system of data collection for grant metrics and grant reporting needs.
- Attend monthly check-in meetings with key funders, as necessary.
- Attend staff check-in meetings as requested by key CFPAC staff, as necessary.
- Attend bi-monthly budget reconciliation meetings as requested by key Client staff, as necessary.
- Lead and support Director-level staff in the management of grant budgets.
- Leverage client's existing resources and tools and advocate for new value-add tools and resources to improve the process for comprehensive grant management.

What You'll Bring

- A proven track record in managing grant reporting and grant invoicing and reimbursement, strong bonus if experience in federal grants management.
- Experience in managing post-award grants at a nonprofit organization.
- A Project Management skillset and highly organized disposition.
- Ability to translate technical reporting requirements and intricacies into actionable steps and procedures for the organization to stay in compliance.
- Comfortable working with government agencies and the reporting requirements associated.
- Comfortable working within various funders' grants management portals.



Desired Competencies

- Organization/Planning: Excellent time management ability; able to effectively balance and prioritize multiple projects and initiatives with various stakeholders
- Resourcefulness: Ability to find efficient and innovative ways to overcome challenges, optimize resources to improve or create, and present solutions to every obstacle
- Self-Starter: Highly self-motivated with a knack to move projects forward independently and when working on teams
- Judgment/Decision Making: Ability to intuitively make sound decisions when all the information is not available. Knowing when to engage and when to listen, and how to combine knowledge and context
- Oral and Written Communication: Conveys thoughts clearly and effectively orally and in writing. Demonstrates fluency and clarity of organization of thought processes

Compensation

Hourly rate of \$55 per hour, tracked using organizational time-tracking system and invoiced on a monthly or bi-weekly basis.

How to Apply

Please submit your resume to Hiring@chicagofoodpolicy.com with the subject line "Grants Manager". If you have questions, you can also send those to the hiring email account and we will respond as soon as we can.

Equal Opportunity Employer

Chicago Food Policy Action Council is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. CFPAC makes hiring decisions based solely on qualifications, merit, and business needs at the time.

We strongly encourage all who are interested to apply, regardless of whether or not you meet all of the listed qualifications!