



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

**ASSOCIATE DIRECTOR  
GRANTS UNIT**

Illinois Criminal Justice Information Authority (“the Authority”), based in downtown Chicago, is seeking a senior grants and program manager to lead its substantial and mission-critical Federal and State Grants Unit. The Head of Grants, reporting to the Deputy Director, manages a group of 15 to 20 grant monitors and grant managers who are responsible for programming and funding decisions over a broad range of criminal justice programs. The grant managers and monitors reporting to the Head of the unit are the direct interface with approximately 200 grantees – comprised of county and local governments, other state agencies and non-profits. Our Federal and State grant appropriations in the most recent fiscal year approached \$100 million.

The Head of Grants serves as a liaison with criminal justice policy making officials at Federal, state and local governments, formulates grant making procedures for the Authority and develops measures to drive performance-based outcomes. Along with other members of Authority management and the Board of the Authority, they will help develop the Authority’s strategic plan to improve the criminal justice system. The Head of Grants will create the unit’s operating budget and is responsible for compliance with Federal and State of Illinois guidelines for grantmaking, including recent Illinois legislation, the Grant Accountability and Transparency Act.

An ideal candidate would possess several of the following attributes:

- Relevant Masters degree
- Coursework in criminal justice, business, law, public policy, sociology and political science
- Five years or more experience managing professional personnel
- Grant making experience
- Grant writing experience
- Prior Federal, state or local government experience
- Strategic planning experience
- Experience in budgeting, financial controls and compliance

Interest should be expressed by email with cover letter and resume to Luz Agosto, Director of HR, Illinois Criminal Justice Information Authority, luz.agosto@illinois.gov Application process closes on July 17, 2015.

Created in 1983, the Illinois Criminal Justice Information Authority is a state agency dedicated to improving the state's criminal justice system.

The Authority brings together key leaders from the justice system and the public to identify critical issues, and to propose and evaluate policies, programs, and legislation that address those issues.

The Illinois Criminal Justice Information Authority is an equal opportunity employer and has a strong institutional commitment to embodying the principle of diversity in all aspects of its operations. In that spirit, we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, marital status, disability, and veteran status.