



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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

**Grants Manager  
Federal and State Grants Unit**

The Illinois Criminal Justice Information Authority ("the Authority"), based in downtown Chicago, is seeking qualified candidates for the position of Manager of Victim Services in the Federal and State Grants Unit (FSGU). Under the direct supervision of the Associate Director of FSGU, the Manager of Victim Services formulates and implements policies and procedures for the grant monies under Victim Services; solicits grant applications to candidates; evaluates policies and procedures for maximum effectiveness and compliance; makes recommendations with respect to and supervises the development and implementation of state-mandated plans related to Victim Services grant programs. Requires travel in the performance of duties. The Manager of Victim Services coordinates the preparation of the Unit's budgets dealing with Victim Services grant funds; accesses databases and spreadsheets to gather information; reviews and analyzes specialized professional information and develops recommendations on grant funding; presents plans to all levels of state and local policy making officials. The Manager also participates in discussions of division/unit policy with Associate Director and the development of plans for implementation of same; serves as liaison with private agencies, community based organizations, and subject matter experts to provide specialized consultation on Victim Services grants. The Victim Services Manager prepares written reports and updates related to component/grantee progress, issues and recommendations; coordinates the work of technical assistance and data system providers in the distribution of grant information to grant applicants and grantees; consults and advises applicants and grantees; assists applicants in both project implementation and adherence to guidelines; resolves problems with grantees.



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An ideal candidate would possess several of the following attributes:

- Bachelor's degree in Social Work, Human Services, Criminal Justice, Public Administration or other relevant discipline; Master's preferred
- Five years of administrative leadership in violence prevention or related field
- Experience with grants management and complex project management; knowledge and experience in planning, directing, and monitoring large budgets
- Proven success of collaborative efforts in policy making, planning and implementation
- Excellent communication skills both verbal and writing; strong computer skills and experience working with databases
- Experience guiding and directing staff

Interest should be expressed by email with cover letter and resume to Ms. Luz Agosto, Associate Director of Human Resources, Illinois Criminal Justice Information Authority, [Luz.agosto@illinois.gov](mailto:Luz.agosto@illinois.gov) Application process closes May 9, 2016.

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 application from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, marital status, disability, and veteran status.