



Mental health  
advocacy, education  
and support.

## NAMI Chicago Job Posting

**Title:** Grant Manager

**Type:** Full time (40 hrs/wk)

**Reports to:** NAMI Chicago Program Directors

### **Background:**

The mission of the National Alliance on Mental Illness (NAMI) Chicago is to provide hope and improve the quality of life for those whose lives are affected by mental illness. NAMI Chicago seeks to fill gaps in Chicago's mental health system, with an intentional emphasis on serving underrepresented populations and breaking down barriers to care.

### **Position Summary:**

The Grant Manager reports to NAMI Chicago Program Directors and supports NAMI Chicago's operational grant needs. This includes both general programming grants, and grant funds through two contracts with the State of Illinois. The Grant Manager is responsible for all of the administrative tasks required to handle the budgets and reporting of key NAMI Chicago grants as well as state grants under, the Williams Consent Decree, in a way that meets generally accepted standards as well as the requirements of the funding source. All activities described below are to be performed in the service of vulnerable populations; specifically individuals and family members of those living with mental illnesses and/or substance use disorders.

### **General Responsibilities:**

- Write or assist in writing of proposals, budgets, reports, and other ancillary materials for key NAMI Chicago grants as well as state grants under the Williams Consent Decree.
- Manage and monitor existing grants by: tracking grants, developing internal reporting systems, writing reports, maintaining excellent historical records, and working with staff to ensure each program is meeting specific conditions and expectations.
- Maintain a working knowledge of significant developments impacting financial management at the city and state levels.
- Work with NAMI Chicago leadership in monitoring budgetary matters so that the program operates within budget guidelines.
- Attend meetings and trainings to stay current with NAMI Chicago programs and practices
- Participate in weekly teleconferences with Williams Consent Decree staff
- Attend NAMI Chicago staff meetings

### **Working with NAMI Chicago general programs, the grant manager will be responsible for:**

- Monthly, quarterly, year end and ad hoc reporting as needed under specific grant programs



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- Working with the Executive Director to maintain official records, documents, and program budgets and ensure compliance with program conditions and expectations.
- Preparing new funding applications for grants in line with NAMI Chicago's mission
- Other duties as assigned

**Working with the Williams Consent Decree grants, Grant Manager will be responsible for:**

- Quarterly reporting, year end reporting (due 6 months after the fiscal year end), semi-annual reporting, and ad hoc reporting requested by the Department to be shared with necessary NAMI Chicago staff
- Prepare periodic program budget reports on the status of assigned program and all important factors to ensure each program is meeting specific conditions and expectations.
- Maintaining official records and documents, as assigned, and ensure compliance with federal, state and local regulations
- Preparing Notice of Funding Opportunities (NOFO)
- Submitting yearly budgets and grant applications in consultation with necessary NAMI Chicago staff
- Creating board reports (due at each NAMI Chicago Board Meeting) to submission to the Associate Director
- Attending biweekly supervision meetings with the Williams Outreach Project Director to debrief about budgets and reports and problem solve issues as they arise
- Requesting more frequent supervision and meetings around specific programs as needed

**Qualifications:**

- Minimum of five years experience with grant writing and management
- Experience with budget management, development and monitoring
- Program development experience, such as seeking new funding opportunities and implementing new services or program areas, preferred
- Previous experience with non-profit budget management
- Knowledge of contracts and agreements
- Previous experience with Department of Human Services grants preferred
- Excellent communication skills both oral and written
- Ability to represent the organization with professionalism and integrity
- Demonstrated commitment to serving underrepresented and vulnerable populations, including social and racial/ethnic minorities as well as those living with mental illnesses and/or substance use disorders
- Willing to work in a diverse environment in regard to race, ethnicity, culture, sexual orientation and gender

**Applications will be accepted until the position is filled.** Please send your resume and cover letter to Ashley Warren at [ashley@namichicago.org](mailto:ashley@namichicago.org). NAMI Chicago is an equal opportunity employer.