

## **Illinois Coalition for Immigrant and Refugee Rights**

### **Title: Grants Director**

Are you seeking a Grant opportunity that will blend your proficient writing skills, creativity and where you can make a difference within a mission-based organization? The Illinois Coalition for Immigrant and Refugee Rights (ICIRR) has a newly created Grants Director opportunity available. Reporting to the Senior Director of Development, the Grants Director is responsible for managing the grants portfolio, including Illinois Immigrant Action (ICIRR's advocacy work). This position plays a key role in assuring funding opportunities are identified, researched, proposed and granted while creating sustainable systems and process flow. These grant awards are critical to the organization's mission to secure the rights of immigrants and refugees to full and equal participation in the civic, cultural, social and political life of our diverse society.

For 30+ years, Illinois Coalition for Immigrant and Refugee Rights' (ICIRR) mission has been to promote the full and equal participation of immigrants and refugees in the political, civic and economic life of our diverse society. In partnership with our member organizations, ICIRR educates and organizes immigrant and refugee communities to assert their rights; promotes citizenship and civic participation; monitors, analyzes, and advocates on immigrant-related issues; and, informs the general public about the contributions of immigrants and refugees. For more information about ICIRR, please visit us at [www.icirr.org](http://www.icirr.org).

### **Responsibilities:**

- Ensure grant activity that supports ICIRR's mission, goals and strategic planning efforts
- Strategically write high-quality, well-positioned funding proposals and manage all aspects of the pre- and post-award proposal and report writing process
- Effectively research and collect data prior to grant writing
- Actively engage in ongoing prospect research that identifies funding opportunities that offer a favorable return on investment and advance strategic priorities.
- Coordinate activities for prospective and current funding organizations
- Lead collaboration efforts with local and state partners on all aspects of the grant-making process to support ICIRR's C3 and C4 fundraising efforts
- Manage activity of the Development Associate to support the grants work

- Represent ICIRR at internal and external meetings

### **Qualifications:**

- Bachelor's degree required
- 3+ years' experience in grant writing required
- Not-for-profit experience working with local, state and national funders is preferred
- Experience with budgeting and accounting preferred.
- Knowledge of immigration policy and issues a plus
- Excellent project management skills

### **Required Skills:**

- Excellent verbal, written, organizational and critical thinking skills
- Possess superb communication, interpersonal and relationship-building skills
- Ability to develop, manage, and execute projects on schedule and to work on tight deadlines as needed
- Excellent computer skills, experience with document sharing, maintaining document file systems, and navigating online submission processes and protocols
- Ability to support colleagues and provide/receive constructive feedback
- Skilled in articulating the vision and mission of the organization
- Highly organized, creative and self-motivated with the ability to prioritize and manage multiple projects simultaneously
- Excellent project management skills

**ICIRR Offers:** In support of our co-workers, we offer 100% company paid HMO, vacation/personal/sick days with an additional paid week at the end of the calendar year and 403b matching. After four years of service our co-workers are eligible for a (60) day sabbatical.

**Interviews:** Will be conducted virtually and onsite

**Position Location:** Presently, due to Covid, the position will be located remotely. At a future date, the position will be located at our offices in downtown Chicago.

If your expertise is grant writing and you share our passion and dedication for promoting the rights of immigrants and refugees to full and equal participation, than we would like to speak with you!

**To Apply:** For consideration, please forward your resume and cover letter to by clicking the link <https://icirr.recruitpro.com/jobs/163162-29104.html>

**ICIRR is an Equal Opportunity Employer.**

**Keywords:** Grants Administrator, Grants Coordinator, Grants Manager, Grants Associate, Grants Writer, Grants Specialist, Grants Manager, Grant Mgr