

Posted on Aug. 31, 2021



Posting for
Assistant Director for Budget and Grants

IBHE has been supporting higher education in Illinois for more than 50 years. We are a dedicated team of professionals, overseen by a Board appointed by the Governor, who are working for a strong, equitable higher education system, which we believe is essential for the state to thrive. We work with leaders in colleges, universities, state and federal government agencies, governors, legislators, and other entities to strategically further this mission.

In its strategic plan, [A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth](#), IBHE has identified three goals and 25 strategies to help achieve its vision of a higher education ecosystem that ensures individuals, families, and communities across the state thrive.

- **Equity** - Close equity gaps for students who have been left behind.
- **Sustainability** - Build a stronger financial future for individuals and institutions.
- **Growth** - Increase talent and innovation that drives economic growth.

The Board recognized that these goals are being developed in a particular context:

- COVID-19 has shaped and will continue to reshape the educational experience
- Racial injustice can no longer be ignored
- Changes in the nature of work are accelerating
- Innovative disrupters to traditional postsecondary education are growing
- Budget challenges are exacerbated

The IBHE is seeking an **Assistant Director for Budget and Grants** in the [Fiscal Affairs and Budgeting](#) unit to oversee grants and contract management and support all fiscal operations for the agency. This position will also be responsible for designing and conducting complex financial analysis.

The ideal candidate will be passionate about public service and education; a good communicator and intellectually curious; committed to continuous learning and growing; and a supportive colleague, reinforcing a strong team-focused culture.

Major Duties & Responsibilities:

- Oversees the fiscal administration of the agency's grantmaking processes, coordinating with grantee institutions and partners, programmatic staff within the agency, and serving the lead contact with the Governor's Office of Management and Budget (GOMB) for grants management, the Grants Accountability and Transparency Unit (GATU).
- Analyzes agency, grantee and other financial data for reports, audits, special programmatic analysis, and other needs.

Posted on Aug. 31, 2021

- Supports overall fiscal operations, including budget analysis, accounting, and procurement, among others.

Education and Experience

- Bachelor's degree and three years of experience, with a focus on financial analysis, budgeting, accounting, and grants management or related
- Knowledge of Illinois state accounting systems, procurement, and grant management systems or similar systems a plus.

Knowledge, Skills, and Abilities

- Strong interpersonal skills and a teamwork orientation
- Highly analytic, with ability to define, conduct, and communicate analysis
- Strong problem-solving skills
- Strong organizational skills
- Handle confidential information with professionalism and discretion
- Extremely driven and detail-oriented

Work location

Work location is in Springfield or Chicago, with the possibility of some remote work. Travel within Illinois may be required.

Salary

Salary is commensurate with experience. We offer the state's competitive employee benefits package. Note that this position is primarily funded through federal grants, which may not continue past the current expiration of September, 2024.

Application Process:

For full consideration, submit (1) letter describing your interest in the role and how you meet the qualifications, (2) resume, (3) copy of college transcript, and (4) at least three professional references including names, professional titles, and current emails and phone numbers.

Please submit your materials to:

humanresources@ibhe.org

Interviews will begin immediately and will be conducted virtually. The position will remain open until filled.

We are committed to a diverse and inclusive workforce by ensuring all our staff work in an environment of openness and acceptance. We strive to foster a community where people of all backgrounds, identities, and perspectives can feel secure and welcome. We also value the well-being of each of our

Posted on Aug. 31, 2021

employees and are dedicated to creating a healthy place to work. As an Equal Opportunity Employer, we strongly encourage veterans, individuals with disabilities, women, and minorities to apply.

IBHE is an equal opportunity employer committed to a diverse workforce. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, state agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the state provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.