

Governor's Office of Early Childhood Development
Position Description
Preschool Development Grant Birth Through Five (PDG B-5)
Business Manager

The Governor's Office of Early Childhood Development (GOECD) leads the state's initiative to create an integrated system of quality early learning and development programs to support Illinois' vision that access to a continuous, equitable, and high-quality early childhood system enables children, with the support of their families and communities, to grow up safe, healthy, happy, and ready to succeed. The PDG B-5 Business Manager will provide coordination and management of grants and budgets for the PDG B-5 grant.

Reports to: PDG B-5 Project Director

Essential Duties and Responsibilities

- Oversee internal processes at GOECD and collaborate with Illinois State Board of Education Early Childhood Division to track expenditures, budgets, and contracts, and to develop all federal expenditure reports and budget updates
- Maintain grant budget, including the development of budget revisions and amendments
- Oversee procurement process at GOECD and collaborate with Illinois State Board of Education Early Childhood Division for all activities in the grant
- Participate in monitoring calls with federal officers and with sub-recipients (as assigned)
- Serve as the primary point of contact with Illinois State Board of Education on all grant fiscal issues, including GATA
- Serve as the primary point of contact for sub-recipients on contract and fiscal issues
- Manage projects related to full completion and close out of PDG B-5 scope of work
- Represent GOECD on committees, councils, and workgroups related to assigned projects
- Other duties as required or assigned by the PDG B-5 Project Director

Qualifications and Requirements

- Bachelor's degree from an accredited college in Business Management, Accounting, Grants Management, or Public Administration; Master's degree preferred
- Experience in government or non-profit management preferred
- Advanced computer skills including proficiency in Microsoft Office Suite
- Knowledge of project and task management tools such as Basecamp is desirable
- Experience working with diverse populations and engaging diverse perspectives, including those of populations whose first language is not English
- Background or education in early childhood, early childhood systems, and/or early childhood research is desirable

Competencies

- Commitment to the GOECD's vision and mission
- Demonstrated proficiency in business management, including budgeting, planning, execution, delivery, quality assurance, and reporting
- Strong organizational, interpersonal, problem solving, analytic, and leadership skills

- Ability to communicate with diverse stakeholders both orally and in writing
- Ability to work in a collaborative environment

This position is contractual and time-limited to the grant period with the possibility to extend.

Send Cover letter and Resume to: Governor's Office of Early Childhood Development c/o
GOV.OECD@Illinois.gov