



Part-Time Grant Manager

Organization: Alignment Rockford

Location: Rockford, IL

Type: Part-time, Hourly

Salary Range: \$25 per hour

Background

Alignment Rockford is a community-based organization dedicated to improving academic and lifelong success outcomes for students in the Rockford area. Our mission is to align community resources in support of public school strategies to raise student achievement, improve the health and happiness of our children, and advance the economic and social well-being of our community.

Our Core Principals are:

Collaboration: We bring together various stakeholders, including educators, businesses, non-profit organizations, government agencies, and community members, to create an ecosystem of support for youth and maximize their opportunities for academic and lifelong success.

Data-driven decision-making: Alignment Rockford uses data and evidence-based research to guide the development and implementation of initiatives aimed at addressing those needs.

Collective impact: We know that improving educational outcomes requires the concerted efforts of stakeholders from across the community, so we focus on alignment around a shared vision for change and a common agenda for action.

Sustainability: Alignment Rockford focuses on community-developed solutions and the development of long-term partnerships and collaborations to ensure the sustainability of its initiatives.

The three core areas of focus at Alignment Rockford include:

The *Ready to Learn* Early Childhood Collaboration This Rockford-based early childhood coalition was organized to help support the healthy development of cognitive, emotional, and physical wellbeing for children ages 0-5 by providing resources and support to families, childcare providers, and educators. We use a three-tiered community parent support saturation model that we are co-developing with our partners at Illinois Action for Children.

Early Development Instrument (EDI): Alignment Rockford, in partnership with RPS 205 and Transform Rockford introduced the EDI to Rockford in 2019. Alignment Rockford now oversees the administration and implementation of the survey and tool in Rockford, Loves Park, and Machesney Park and will be expanding the survey coverage to cover Winnebago County. The EDI is a validated, population-based measure of early childhood development across five key

domains at the neighborhood level.

Healing-Centered Student Support: Research shows that trauma is a major barrier to student success in school and other areas of life. Alignment Rockford works with a diverse group of stakeholders from RPS 205, the Winnebago County Health Department, the City of Rockford, and agencies and organizations serving youth to implement a school-based healing centered framework in Rockford schools while supporting the growth, healing, and potential of students outside of their school day by aligning continuity of support in their neighborhoods.

Job Description:

Alignment Rockford is seeking a skilled Part-Time Grant Manager to join our team. This role involves identifying potential grant opportunities, managing grant applications, and ensuring compliance with grant requirements, as well as administering grant funds in alignment with our strategic goals.

Duties:

The Grant Manager will be responsible for working with the Executive Director to:

- Research and identify grant opportunities that align with our educational and community missions.
- Write, submit, and manage grant proposals, ensuring compliance with grantor guidelines and requirements.
- Collaborate with team members to gather necessary information for grant reporting.
- Manage grant funds and ensure proper allocation in accordance with grant agreements.
- Prepare financial or budget plans and allocation along with the finance department in compliance with grant requirements.
- Maintain records and documentation related to grants and their outcomes.
- Report to management on fund utilization and the status of current and potential grants.

Qualifications:

Bachelor's degree and proven experience in grant writing and fund management, preferably in the non-profit sector.

Strong organizational and project management skills.

Excellent written and verbal communication skills.

Ability to work independently and manage multiple projects and deadlines.

About Alignment Rockford:

Founded in 2009, Alignment Rockford works in partnership with Rockford Public School District 205 and various community stakeholders to identify student needs and align resources and support. We emphasize sustainable systems change through collaboration, data-driven decision-making, and collective impact, focusing on initiatives such as College and Career Readiness, Ready to Learn, Early Development Instrument (EDI), and Healing-Centered Student Support. Learn more about our work and mission at www.alignmentrockford.org.

Additional Information:

Alignment Rockford provides equal employment opportunities in accordance with all federal, state, and local legal requirements.

Applicants must provide proof of eligibility to work in the United States.
This position complies with the Fair Labor Standards Act.

To Apply:

Interested candidates are invited to send a resume, cover letter, and contact information for three professional references to Emily Klonicki, Eklonicki@alignmentrockford.com

Application Deadline: May 5, 2025

Alignment Rockford is committed to fostering a diverse and inclusive work environment. We strongly encourage women, minorities, individuals with disabilities, and veterans to apply.