

Open Date: March

Close Date: Open Until Position is Closed

Agency: Health and Human Services

Position: Project Manager

Positions Available: 1

Work Location: Chicago, IL

Clearance Level: Must be able to pass a background check

Citizenship: U.S. Citizen

Travel: N/A

Overview:

We are seeking a Project Manager to oversee and maintain the quality of work for the Office of Head Start (OHS), and also support Federal staff with high quality grants management services.

Key Responsibilities/Duties:

- Supervise and provide direction to Region V Contractor support staff.
- Ensure the maintenance of all official electronic grant files for new and continued grant awards.
- Review programmatic status reports, monitor review findings, and work with assigned Program and Grants Specialists to assist programs in resolving any issues, noncompliance's or deficiencies.
- Develop an effective communication plan which is well defined, clearly understood and includes reporting and corrective action instructions.
- Utilize internal and external data management systems to develop timely and accurate data sets, summarize facts, trends and conclusions, and produce reports and information in support of the project.
- As directed by the COR draft written reports and correspondence, and develop presentation materials including speaking points, electronic presentations and written information related to projects
- Conduct and document monthly grantee contacts and periodic staffing according to Regional Office procedures, facilitate risk assessment meetings based on identified risk factors such as chronic under enrollment
- Complete documentation including, summaries of oversight contact activities, relevant correspondence, action plans and follow up as required by Regional Office procedures.
- Conduct thorough and comprehensive analysis of all grantee reports, correspondence and information received by the Regional Office including program performance reports, monitoring review reports, Quality Improvement Plans and other corrective action plans, self- assessment, community assessment and other grantee demographic data

- information, grantee inquiries and correspondence, and external reports and information
- Identify performance or management issues and provide grantees with timely and accurate advice, guidance and technical assistance to reduce or mitigate risk factors,
- Complete remote and on-site reviews of grantee performance and compliance, including oversight of review teams, quality assurance of data collection, coordination of review activities with grantee representatives, and accurate and timely completion of all required monitoring review documentation.

Education/Experience:

- B.A. Degree in business, public administration or related field, master's degree highly preferred, from an accredited university or college.
- 10+ years of relevant and progressive post-baccalaureate professional experience managing client services projects of the size, scope and complexity similar to the proposed project
- 5+ years of progressive supervisory experience.
- Demonstrated ability/experience in successfully developing, implementing and managing/improving complex, high profile, multi-faceted projects including experience in implementing quality assurance systems that improved the provision of client services.
- Experience working within a Head Start Program.
- Experience in a leadership position within a Head Start program (Executive Director, Assistant Director, Program Director, preferred).
- Knowledge and experience with the administration of discretionary grants is required; with a preference for Head Start/Early Head Start Programs.
- Provide ongoing monitoring support to grant-funded programs
- Proficient computer skills and familiarity with Microsoft Office with expertise in charting and graphing Regional Office outcome data.
- Strong knowledge and experience with Head Start performance standards, all applicable federal, state and local laws, and child development.
- Demonstrated ability to review, aggregate, and present data gathered from multiple sources.
- Demonstrated ability to communicate clearly, both orally and in writing, and produce high quality written products such as memoranda, presentations and correspondence
- Corporate experience managing and administering work comparable to the tasks described in this scope of work.

If interested, please send your resume to J'Liyah Cofield at iliyah.cofield@odrgllc.com