



Job Posting for
Early Childhood Consortium
Assistant Project Director
(Grant Funded)

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, 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.

IBHE is seeking a full-time Assistant Project Director to assist in the implementation of the Early Childhood Access Consortium for Equity (ECACE), one of the strategic plan strategies. The Assistant Director will work closely with the Project Director on activities such as grant monitoring and reporting, supporting Consortium institutions, coordinating and preparing needed reports, and supporting communications with internal and external partners and stakeholders.

The ideal candidate will have:

- A passion for public service, education, and equity
- Experience in the field of education (early childhood, K-12, or higher education)
- Experience administering large projects from inception through completion
- Good verbal and written communication and interpersonal skills

Major Duties and Responsibilities

- Coordinates and facilitates the grantmaking and administration process for Consortium-related activities for the full ECACE initiative, in partnership with program and fiscal partners. This includes maintaining communications and tracking systems to manage information, monitoring, and reporting.
- Analyzes and aggregates data across grant reports and prepares summaries for internal review.
- Coordinates statutorily required reporting for the General Assembly, the Governor, and the Advisory Committee on the progress made by the consortium, which includes

developing a project plan and schedule, coordinating work internally, and coordinating work across state agencies.

- Attends and represents the Project and agency at both internal and external meetings, including those with other state agencies.
- Supports external communication and work with representatives from other Illinois state agencies and institutions of higher education.
- Supports communications work to and with external stakeholders.
- Support virtual and in-person meetings of the Consortium, Advisory, and other bodies, which may require travel to Springfield and across the state. This requires work to plan and implement these events.

Education and Experience

- Bachelor's degree in any field; Master's degree preferred in public administration, education, higher education, or a related field.
- At least two or more years working and/or relevant experience in an education field.
- Experience managing and administering projects.

Knowledge, Skills, and Abilities

- Commitment to public service and passion for education.
- Excellent interpersonal skills, with a strong focus on collaboration and teamwork.
- Demonstrated ability to work with a variety of constituents and stakeholders.
- Excellent problem-solving and written and verbal communication skills.
- Strong project management skills, and the ability to manage and prioritize multiple projects at one time.
- Strong organizational skills and attention to detail.
- Ability to work both independently with minimal supervision and collaboratively.
- Ability to achieve outcomes, work well in a fast-paced environment.
- Ability to be flexible in a work environment where priorities may change based on input of internal and external partners and stakeholders.

Work Location

Work locations are Chicago, IL and Springfield, IL, with the possibility of some remote work. Travel within Illinois is expected, potentially up to 1/month, as required by the work. Candidates must have a valid driver's license.

Salary

Salary is commensurate with experience. We offer the state's competitive employee benefits package. **This is a temporary grant-funded position with a term of up to 9 months.**

Applicants should have no expectation that this position will be funded once the grant term ends.

Application Process

For full consideration, submit (1) letter describing your interest in the role and how you meet the qualifications, (2) resume, and (3) at least three professional references including names, professional titles, and current emails and phone numbers. Interviews will begin as soon as possible and will be conducted virtually. This posting will remain open until filled. Please submit your materials by e-mail to: humanresources@ibhe.org.

About IBHE

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.

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 employees and are dedicated to creating a healthy place to work, learn and live. 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 accommodation upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.