



IOWA DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

Grant Coordinator Victim Assistance Section

The Iowa Attorney General's Criminal Justice Division's Victim Assistance Section has an opening for a full-time Grant Coordinator (Program Planner II) position. Grant Coordinators oversee state and federal grant funds awarded to organizations such as nonprofits, law enforcement agencies, prosecutor's offices, and governmental agencies who serve victims of crime. A Grant Coordinator's work is varied, fast moving, deadline driven, and customer focused. Grant coordinators must be cognizant of how their work productivity impacts the team and the organizations we fund.

The primary duties of grant coordinators are to review and approve their assigned grantee's applications for funding, budgets, requests for grant revisions, performance reports, and organizational policies, and procedures. These tasks require the ability to travel, review and comprehend organization and financial documents, budgets, financial match requirements, time allotments, timecards and client files. Grant Coordinators ensure grantees meet state and federal performance requirements. They must be able to prepare detailed monitoring reports, recommendations for improvement, and required corrective action.

A successful candidate will be passionate about public service and committed to protecting and assisting victims, supporting law enforcement, and achieving justice for Iowans. Necessary skills include being victim centered, having attention to detail, providing great customer service, competent computer skills and an understanding of online databases and web portals, strong written and verbal communication, problem solving, ability to handle confidential information, capability to work with persons from diverse cultural backgrounds, and ability to professionally handle complaints brought to the office. Familiarity with public fund management, victim services, non-profit agencies and their boards, fundraising, program development and emergency housing and is beneficial. Proficiency with program policy, state and federal statutes and administrative rules, and community organization methods is valuable. The grant coordinator travels in-state, has a high degree of paperwork, and extensive telephone and in-person contact with victim service organizations, law enforcement and prosecutors' offices. Preference will be given to those with grants management, auditing, or monitoring experience as well as those familiar with federal grant requirements, crime victim services, law enforcement, or the criminal justice system.

Salary range is \$48,796.80–74,110.40, depending on experience, and the position is eligible for full State benefits, including health and dental insurance, IPERS, and leave. Please send cover letter and résumé to Sam Langholz, Chief Deputy Attorney General, by email at AGHumanResources@ag.iowa.gov or Second Floor Hoover Building, Des Moines, IA 50319 by May 15, 2023. The State of Iowa is an Equal Employment Opportunity/Affirmative Action Employer. All qualified individuals are encouraged to apply.