



Job Description

Director of Programs and Grants

Full-Time | Hybrid | Illinois-Based

Reports To: Executive Director

Classification: Exempt, Full-Time

Annual Salary: \$65,000

Location: Hybrid within Illinois; regular statewide travel required. The Arc of Illinois values collaboration and connection and hopes the selected candidate can work from the Tinley Park office at least one day per week. We also recognize the importance of flexibility and are open to discussing arrangements for the right candidate.

About The Arc of Illinois

The Arc of Illinois is the statewide advocacy organization committed to protecting the rights and advancing the inclusion of people with intellectual and developmental disabilities (IDD) across Illinois. Through a network of more than 40 chapters and affiliates serving all 102 counties, The Arc strengthens families, advances public policy, expands access to critical resources, and amplifies the voices of self-advocates statewide.

As our organization continues to grow, we are seeking a dynamic and strategic leader who is passionate about innovation, relationship-building, and mission-driven work. This position offers the opportunity to help shape and expand programs that directly impact thousands of Illinois individuals and families.

Position Summary

The Director of Programs and Grants is a senior leadership position responsible for overseeing The Arc of Illinois's statewide programs, grant strategy, and organizational growth initiatives. This role is ideal for a highly motivated leader who can think strategically while also executing effectively in a fast-paced nonprofit environment.

The successful candidate will lead efforts to strengthen and expand programs, identify and secure funding opportunities, cultivate strategic partnerships, and help drive the



long-term sustainability of the organization. The Director of Programs and Grants must be collaborative, solutions-oriented, highly organized, and committed to advancing person-centered and inclusive practices across all areas of work.

This is not simply a program maintenance role. The Arc of Illinois is seeking someone who can bring ideas to life, build innovative initiatives, foster strong partnerships, and help position the organization for continued statewide growth and impact.

Key Responsibilities

Grant Development & Strategic Growth

- Identify, research, and pursue foundation, corporate, local, state, and federal funding opportunities aligned with organizational priorities and strategic goals.
- Lead the writing, development, submission, and stewardship of grant proposals, applications, budgets, and reports.
- Build and maintain a strong funding pipeline that supports both existing programs and future organizational expansion.
- Develop and maintain strong relationships with funders, philanthropic partners, state agencies, and strategic collaborators.
- Ensure compliance with grant deliverables, reporting requirements, budgets, and timelines.
- Collaborate with leadership to identify innovative opportunities that strengthen sustainability and expand organizational impact.

Program Leadership & Innovation

- Provide strategic oversight of The Arc of Illinois's statewide programs and initiatives.
- Develop, implement, and scale innovative and person-centered programs that respond to the evolving needs of individuals with disabilities and their families.
- Create measurable program outcomes, evaluation tools, and reporting systems to assess effectiveness and impact.



- Ensure programs remain accessible, mission-aligned, and reflective of best practices in disability advocacy and community inclusion.
- Utilize data, stakeholder feedback, and community engagement to strengthen program quality and responsiveness.

Partnerships & External Relations

- Represent The Arc of Illinois in coalitions, statewide initiatives, grant partnerships, and external meetings.
- Build collaborative relationships with advocacy organizations, providers, universities, foundations, government agencies, and community partners.
- Identify partnership opportunities that expand mission impact, increase visibility, and strengthen funding opportunities.
- Support organizational storytelling and communication efforts by helping communicate program outcomes and impact to stakeholders and funders.

Organizational Leadership

- Serve as a member of the leadership team and contribute to organizational strategy, planning, and growth initiatives.
- Supervise Program Directors, consultants, and project partners as assigned.
- Foster a collaborative, solutions-oriented work environment focused on accountability, innovation, communication, and mission advancement.
- Prepare reports, presentations, and strategic updates for leadership, funders, and the Board of Directors.
- Maintain awareness of disability policy, Medicaid systems, funding trends, and emerging issues impacting Illinois families and communities.

Qualifications

Required Qualifications



- Bachelor's degree in nonprofit leadership, public policy, social work, business, public administration, disability studies, or a related field (Master's degree preferred).
- Minimum of five (5) years of experience in grant development, nonprofit leadership, program management, business development, or related work.
- Demonstrated success securing grants, contracts, or other funding opportunities.
- Exceptional writing, communication, organizational, and relationship-building skills.
- Strong strategic planning and project management abilities with attention to detail and follow-through.
- Ability to effectively manage and collaborate with diverse teams and personalities while fostering a solutions-oriented environment focused on advancing program goals.
- Ability to thrive in a mission-driven, fast-paced environment with evolving priorities and high expectations.

Preferred Qualifications

- Experience in disability advocacy, human services, healthcare, education, or public systems.
- Knowledge of Illinois' developmental disability service system, Medicaid waivers, and public policy.
- Experience managing statewide initiatives, collaborative partnerships, or cross-functional teams.
- Lived experience with disability, caregiving, or family advocacy is highly valued.

Compensation & Benefits

- Annual Salary: \$65,000
- Hybrid work environment
- Flexible scheduling based on organizational needs



- Professional development and leadership growth opportunities
 - Opportunity to lead transformative statewide work impacting thousands of Illinois families and communities
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Why Join The Arc of Illinois?

This is an opportunity to help shape the future of disability advocacy and family support across Illinois. The Arc of Illinois is committed to building a collaborative and mission-focused team dedicated to creating meaningful systems change and expanding opportunities for people with disabilities to fully participate in their communities.

The Arc of Illinois is an equal opportunity employer committed to fostering a diverse, inclusive, and equitable workplace where all individuals are respected and valued.

How to Apply

Please submit a resume and cover letter describing your relevant experience to Samantha Alloway, Executive Director. ***Samantha@thearcofil.org***