



## Job Announcement

### GRANTS ASSOCIATE

#### Position Overview:

Neighborhood Legal Services Program (“NLSP”), is a private, non-profit law firm that provides high quality civil legal services to low-income residents of the District of Columbia.

We are seeking to fill a Grants Associate position with someone who has at least two-years of grant writing experience (relevant academic or professional writing experience may be considered as a substitute). **This person can be hired to work as a permanent part-time employee, or as a contracted consultant.**

The ideal candidate is experienced in writing both lengthy and short grants, is comfortable working under tight deadlines, and can be proactive in seeking potential grant opportunities to help NLSP realize its annual fundraising goal of \$2.5 million for 2017.

This position is located in NLSP’s Ward 5 office at 64 New York Ave. NE, Suite 180, Washington, D.C., 20002, and is just a five-minute walk from the New York Avenue/Gallaudet University/NoMa metro station on the red line.

#### Essential Duties and Responsibilities:

##### *Portfolio Support and Planning (90% of time):*

- Manage the entire life cycle of corporate, foundation, and government grants, including but not limited to, writing proposals, letters of intent and/or reports, and assembling data gathered by other staff members for reporting purposes.
- Identify 4-6 prospective institutional donors per quarter.

##### *Cultivation and Stewardship (5% of time):*

- Maintain grant-related content in our Little Green Light donor database;
- Work with Development Manager to ensure timely donation processing and prompt acknowledgement of secured funding.

*Other Responsibilities (5% of time):*

- Duties as assigned, including participating in events, fundraising fairs, and department/team activities.

**Qualifications:**

- 2+ years of professional experience in administrative and/or office role;
- 1+ year of development and fundraising experience required;
- Demonstrated commitment to serving low-income persons/ communities;
- Experience working with a donor database; and
- Proficient in Microsoft Office Suite software.

**Skills/Traits:**

- Commitment to the NLSP's mission and team values;
- Excellent writing skills marked by the ability to communicate key points in a clear and compelling manner;
- Highly organized and efficient; with the ability to prioritize and get things done on schedule and work under pressure to meet deadlines;
- Some understanding of organizational financials preferred;
- Ability to work independently as well as collaboratively in a team;
- Demonstrated initiative and creativity; and
- Strong interpersonal skills, and respect for priorities and work pressures of colleagues and funders.

**Supervisor:** Development Manager

**Benefits:**

- A competitive salary with a flexible part-time work schedule;
- An opportunity to work at a progressive organization acting on behalf of marginalized and vulnerable individuals and families in D.C.;
- Professional development opportunities to grow your professional skill set;
- Convenient office location – we're just a five-minute walk from the New York Ave./Gallaudet University/NoMa Metro Station on the red line. Also, there is a nearby bus stop serviced by multiple bus lines; 24/7 access to an onsite fitness center;
- A collaborative and friendly working environment that extends to include, organization-wide socializing for off-site lunches, and occasional happy hours at neighborhood establishments, and;
- The satisfaction of knowing your work significantly impacts the lives of our neighbors in need.

**About NLSP:**

NLSP is a private non-profit law firm whose mission is to provide vigorous and high quality, client-centered civil legal services to low-income residents of the District of Columbia. Established in 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents which have retained their vitality and relevance. NLSP remains embedded in D.C.'s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Our diverse, multi-lingual and passionate staff embraces an explicitly anti-poverty mission and shares a deep commitment to securing meaningful access to justice.

**Application Process:**

Interested persons should submit a current resume (no longer than one page single-spaced), a cover letter expressing your qualifications and interest in this position (no longer than one page single-spaced), and two writing samples, one of which must be directly related to this job.

Submit all requested documents to, Chamene Howard, Development Manager, at [choward@nlsp.org](mailto:choward@nlsp.org).

Please type "Grants Associate" in the subject line.

*To receive full consideration, please be sure to submit your application no later than September 8, 2017. However, applications will be accepted until the position is filled.*

***NLSP IS AN EQUAL OPPORTUNITY EMPLOYER***

*It is the policy of the Neighborhood Legal Services Program that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.*