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Engaging Communities • Eliminating Barriers • Securing Justice

## POSITION ANNOUNCEMENT

# Grants Manager

Closing Date: Applications Accepted until Position is Filled.

Neighborhood Legal Services Program of the District of Columbia has an immediate opening for a Grants Manager. This position will report to the development director and work closely with the attorneys, the Development Coordinator, and the Executive Director to help in the implementation of NLSP's fundraising efforts.

### **ABOUT NLSP**

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 relevance. NLSP remains embedded in DC's 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. Its diverse, multi-lingual, and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice.

All NLSP staff members are currently working remotely three days a week and required to be in the office two days a week. This current hybrid work plan is subject to change.

### **DUTIES AND RESPONSIBILITIES**

- Conduct prospecting for private foundations and government agencies to identify new grant opportunities that match NLSP's organizational needs. Maintain relationships with staff members working at existing and future funders.
- Attend webinars hosted by current and prospective foundation and government agency funders.
- Monitor grant funded projects to ensure that all deliverables are met during the grant period. This work includes tracking deadlines and communicating these deadlines to staff members in a timely fashion.
- Write all government and foundation grant proposals and reports or manage the writing of these reports to ensure that submissions are completed in a timely fashion. Coordinate the review and updating of the reports with relevant program staff.
- Learn NLSP's case management system and share responsibility with NLSP's Development Coordinator for creating data reports required by grant reports and applications. Work with the managing attorneys to review these data reports and update them as needed.
- Coordinate with the Director of Finance and Administration to prepare the budgets and other financial documents for grant proposals and reports, review budget-related documents to confirm accuracy.
- Track all grant awards so that the Development Team has its own records of NLSP grant and foundation related revenue and reconcile these financial records in meetings with the Director of Finance and Administration.

- Provide the Development Director with grant and foundation related revenue in preparation for Board of Director meetings and all budgeting discussions.
- Provide weekly updates to Development Team staff members related to all foundation and grant work, including upcoming deadlines, funding opportunities, and other related information.
- Assist with notifying and inviting relevant staff members from foundations and government grant agencies to NLSP's annual fundraising event, Jazz for Justice.
- Identify opportunities for highlighting NLSP's relationships with foundations and government agencies on social media. Draft related posts to highlight these relationships.
- Assist with the major donor fundraising efforts as needed, helping NLSP strengthen and increase its donor base.
- Other duties as assigned.

## **QUALIFICATIONS**

The successful candidate will possess:

- Bachelor's degree.
- At least two years of previous experience in a development position is preferred.
- Excellent writing and verbal communication skills.
- Ability to independently manage workload and know when to manage-up with work challenges.
- Superior organizational skills with a high attention to detail and accuracy.
- Collaborative work style.
- Excellent written and verbal communication skills.
- Ability to write competitive grant applications and reports or experience writing persuasive essays.
- Experience with government grants and reporting.
- Familiarity with donor databases and a willingness to learn new databases.
- Ability to review financial documents that funders require for proposals and reports.
- High level of experience using Microsoft Office.
- Analytical skills and the ability to engage in strategic thinking.
- Ability to prioritize and plan work activities efficiently.

## **COMPENSATION**

Competitive salary depends on experience and benefits package that includes employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days, and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and tax-free transit benefits.

## **APPLICATION PROCESS**

Candidates may send a letter of interest, resume, contact information for three professional references

and one writing sample to:

Cassidy Waskowicz, Development Director  
cwaskowicz@nlsp.org

Please put “Grants Manager” in the subject line. Applications will be accepted until the position is filled.  
**No telephone calls please.**

**NLSP IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Neighborhood Legal Services Program of the District of Columbia 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 DC Human Rights Act and Language Access Act.