
LEGAL AID JUSTICE CENTER

The Legal Aid Justice Center, a non-profit legal services organization that provides civil legal services to low-income individuals in Virginia, seeks a Grants Officer to help expand our communications and funding capacity in our Charlottesville office. Now is an exciting time to work in legal services due to both growing client needs and heightened awareness about issues of social justice. We will consider candidates interested in either part-time or full-time employment.

Working closely with managing attorneys and administrative staff, the Grants Officer coordinates relationships with institutional funders including government entities and private foundations. Primary responsibilities include researching new institutional funding opportunities, writing applications for funding, ensuring ongoing compliance with grant requirements, and preparing applications and reports for grant awards. In order to track and report outcomes, the individual also assists with managing electronic information in the program's case management database.

Qualifications include:

- A bachelor's degree and 3+ years' directly relevant experience;
- Proven grant writing abilities;
- A demonstrable track record of securing institutional funding;
- Outstanding interpersonal and communications skills, both written and verbal;
- The ability to multi-task on a variety of projects with competing deadlines;
- A high degree of proficiency with technology including databases and Internet applications;
- The ability to work effectively both individually and with a team.
- Spanish fluency is a significant plus.

The Legal Aid Justice Center is a nationally recognized non-profit providing free civil legal assistance from four offices throughout Virginia. Our exceptional staff of more than two dozen attorneys pursue systemic legal advocacy for all low-income Virginians using a wide array of strategies. Through legal representation, community education and statewide advocacy, the Legal Aid Justice Center works both to eliminate the immediate symptoms and to address the underlying causes of poverty in Virginia. We encourage diversity, value unique voices, energetically pursue our goals with passion, and enjoy having fun while working for the public interest.

The Legal Aid Justice Center is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply for this position. Salary depends on experience. Exceptional fringe benefits include generous leave, fully paid health insurance, excellent retirement plan, and a great work environment. To apply, send a cover letter, resume, references and a writing sample to:

Alex R. Gulotta, Executive Director
Legal Aid Justice Center
1000 Preston Avenue, Suite A
Charlottesville, VA 22903

Submissions e-mailed to virginia@justice4all.org are considered only if followed by a hard copy.