

Grants Manager

About the Legal Aid Justice Center

The Legal Aid Justice Center is a nationally recognized, non-profit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. By justice, we mean racial justice, economic justice, and social justice.

Founded in 1967, LAJC provides services in four program areas: Civil Rights & Racial Justice, Economic Justice, Youth Justice, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit www.justice4all.org.

About the Opportunity

We are seeking a grants manager to help us manage and grow our support from professional foundations and public sources. This position has not been filled at LAJC since 2015. It will be responsible for drafting proposals and reports, organizing deadlines, conducting prospect research, and managing a portfolio of key LAJC relationships. The position will report to the Director of Development and work in close collaboration with our leadership team to identify, act upon, and maximize grants that move our mission forward.

Duties

The Grants Manager will be expected to:

- Work with our staff to bring high-quality proposals through the entire development process: prospect research, cultivation, development, preparation, and submission;
- Support multiple projects simultaneously;
- Manage and maintain a database of grant deadlines and relationships, managing up to various leadership team members when appropriate;
- Synthesize complex information streams to generate proposals, budgets, and supporting documents in response to funding opportunities;
- Perform other duties as assigned such as assisting with development communications including appeals, informational e-blasts, and our annual reports.

Required Qualifications

Competitive candidate will have all of the required qualifications:

- Excellent writing skills
- Strong ability to multi-task and proactively manage competing deadlines
- A commitment to partnering with and advocating in low-wealth communities and communities of color

Preferred Qualifications

- At least three years of foundation and/or public grant writing experience
- Prior experience (worked or lived) using an explicit race equity lens
- Proficiency in Microsoft Office365 applications including Word, Outlook, Excel and PowerPoint

Location

Richmond, Charlottesville, or Falls Church, Virginia. We will consider candidates outside of these areas, but we will not reimburse for travel to mandatory in-person meetings that is in excess of the distance from our furthest office. Please note: LAJC employees are working remotely through at least the end of 2020. We are eager to provide a welcoming virtual environment for all who apply. If you have any questions or concerns about our remote work policies, please contact Danna Chavez Calvi at [hiring@justice4all.org](mailto: hiring@justice4all.org).

Salary

Salary range for this position is \$50,000 - \$70,000 based on experience and LAJC's salary scale. (Upward 12% cost-of-living adjustment for positions based in Falls Church).

Benefits

- Generous leave
- Excellent family health, dental and vision insurance
- 403(b) retirement plan
- Personal professional development budget

Application Instructions

Please email a cover letter, resume, three references, and two writing samples to Tim Wallace at [hiring@justice4all.org](mailto: hiring@justice4all.org). If you're able, please submit your application as a single PDF titled "[date submitted in yyyy.mm.dd format][last name][first name][position sought]." The cover letter should provide context for the writing samples, and the subject of the email should include "Grants Manager."

Questions? Contact Tim Wallace at [hiring@justice4all.org](mailto: hiring@justice4all.org).

The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to community input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.