



JOB POSTING
Grants Project Manager
External Relations
(Internal and External)

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions.

Position: The Grants Project Manager ensures that large, complex grants are properly monitored and managed and that grant deliverables are completed successfully, on time, and within budget. The position will manage assigned grants, prepare payment vouchers, track expenses, prepare progress reports, ensure compliance with grant regulations, manage grant databases, engage with funders, educate and oversee staff on grant compliance issues, and prepare financial reports.

The Grants Project Manager will supervise the Grants and Data Administrator and report to the Director of Foundation and Government Grants and work closely with program staff, the Chief Strategy Officer, Chief Financial Officer, Chief External Relations Officer, and Chief Information Officer.

Responsibilities:

Staff Supervision

- Supervise the Grants and Data Administrator
- Direct project staff to undertake tasks and activities needed to meet grant terms and ensure goals and outcomes are being met
- Monitor and enforce project staff timekeeping to ensure staff are attributing requisite time based on grant allocations

Programmatic Management

- Manage relationships with grant officers/funders and serve as official contact for grant communications
- Working with program and external relations staff, prepare reports to funders, including data, financial, and narrative reports
- Provide oversight to project partner agencies, contractors, and subgrantees to ensure compliance with project goals, deadlines, reporting, and billing
- Schedule and lead project team meetings, as needed
- Implement and manage change when necessary to meet or modify project goals, including staffing, budget, and deliverables and ensure those changes comply with funder requirements
- Prepare for and participate in funder site visits and other funder monitoring activities
- Provide input on grant renewal and new grant applications related to projects
- When necessary, enter project data into funder database

Financial/Accounting

- Assist with financial oversight and management of grant award funding and communicate with funder on questions/issues
- Monitor budget to ensure we are neither under nor over spending
- Participate in grant staff allocation process and reconciliation of staff allocations between case management and financial systems
- In collaboration with the CFO, determine financial charges that are allocable to the grant award and ensure appropriate interpretation of Federal Regulations and private funder requirements and restrictions.

Qualifications:

The successful candidate must have:

- Bachelor's degree
- Working knowledge of relevant regulations and requirements to satisfactorily meet government and grantee regulations and reporting requirements for financial activities, including the Code of Federal Regulations and OMB Uniform Guidance, is strongly preferred
- Experience in preparing funding reports, preparing regular budget reports, and to ensure compliance with funders' terms and conditions
- Strong ability to organize workload when faced with competing priorities and to complete work assignments on a timely basis
- Demonstrated ability to maintain high level of confidentiality
- Demonstrated success in building relationships and working collaboratively to build or strengthen programming. Ability to bring diverse parties together in pursuit of common goals
- Strong interpersonal skills, service orientation, ability to multi-task effectively in a varied, high volume environment, judgment and decision-making, problem solving
- Experience in a non-profit organization is a plus
- Effective verbal and written communication skills
- Proficiency in Microsoft Word, PowerPoint, Excel, Outlook. Proficiency in use of common desktop/web applications

Salary: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low-cost employer-paid health plan options, employer-provided group life and long-term disability insurance, fitness center access, generous paid time off, and much more.

To Apply: Send your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place "**Grants Project Manager**" in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the position will remain open until filled. No phone or agency calls, please.

Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.