



**JOB POSTING**  
**GRANTS AND DATA ADMINISTRATOR**  
**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. Legal Aid Chicago was founded on the philosophy that all individuals are entitled to quality civil legal representation, regardless of their income. We work to ensure that poverty is not an impediment to justice by dismantling the legal barriers that perpetuate inequality. Legal Aid Chicago staff live our mission through our core values of equity, excellence, inclusion, kindness, and respect.

**Position:** The Grants and Data Administrator assists with all of Legal Aid Chicago's government and private grants and contracts which total over \$8,000,000 annually. The Grants and Data Administrator reports to the Grants Manager.

**Responsibilities:**

- Maintain administrative grant calendar and other grant documents
- Create and distribute summaries of grants for program and finance staff
- Work with program staff and Finance team to ensure timely submission of all funder reports
- Create and run reports needed to evaluate projects, promote our work, and for funding reports
- Assist with writing and submission of grant proposals
- Develop, run, and maintain reports in our case management database, and Crystal Reports
- Research potential funders and new grant opportunities
- Create and analyze data to support grant applications, new initiatives, and program evaluation
- Work with Finance team to develop budgets and reports
- Assist with maintenance of External Relations database and website

**Qualifications:**

- Must have a bachelor's degree and some nonprofit experience.
- Excellent computer, excel and database skills, be a strong writer and communicator, be able to multi-task, and strong interpersonal skills are required.

- Strong attention to detail, accuracy, and presentation is crucial, as are excellent analytical and evaluative skills.
- Experience using Crystal Reports or similar data analysis software is a plus.
- The ability to take initiative, address issues in a timely manner, and be a self-starter is essential as is commitment to Legal Aid Chicago's mission.

**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](mailto:resume@legalaidchicago.org). Please place “**GRANTS AND DATA ADMINISTRATOR**” 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 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.***