

CENTRAL CALIFORNIA LEGAL SERVICES, INC.
JOB ANNOUNCEMENT
GRANTS MANAGER

Position: Grants Manager
Application Deadline: Until filled
Location: Fresno Office
Term of Employment: No Specified Ending Date
Other: Full-time Management position, FLSA Exempt

To Apply: Please send or e-mail cover letter, resume, and three references along with a writing sample (no more than 10 pages) to:
Manuel Romero, Director Administration, mromero@centralcallegal.org

DESCRIPTION:

Central California Legal Services (CCLS) is accepting applications for a Grants Manager. As a mission-driven, nonprofit public interest law firm, CCLS provides high-quality legal services to the indigent families of California's Central Valley. Our Grants Manager will work directly with the Development Director (DD) in carrying out assigned development activities. With minimum supervision, the Grants Manager performs a variety of tasks associated with the Development Office and works co-operatively with both fiscal and program staff to successfully manage all agency grants.

ABOUT CCLS:

For over 50 years, CCLS has been representing and advocating for low income individuals in Merced, Tuolumne, Mariposa, Fresno, Tulare, and Kings Counties—a region where intense poverty exists side by side with unparalleled wealth and abundance. Our mission is to provide high quality no-cost civil legal services to low income individuals, families, and communities—improving the wellbeing of our Valley through systems-changing advocacy as well as through legal work that meets individual clients' immediate needs. We also work closely with agencies and community organizations that share our commitment to support our clients in being their own agents of change.

Moving into this new era of tightening resources and increasing income inequality, we at CCLS are intensifying our broader-scale advocacy in courtrooms and policy arenas where indigent clients need champions. Together with our clients and partners, you'll have an opportunity to help CCLS challenge the systems that breed poverty in the Central Valley, reshaping our Valley's narratives to support health and prosperity for all who live and work in this most fertile and beautiful region.

RESPONSIBILITIES:

This description is a general statement of required major duties and responsibilities that are performed on a regular and continuous basis and does not exclude other duties as may be

assigned to ensure proper functioning of the department. Responsibilities include, but are not limited to:

1. Responsible for coordinating with fiscal and program staff to meet all requirements of grants and contract funding to ensure programmatic and fiscal compliance; coordinates with staff to prepare and gather information for meetings and monitoring visits with funders (training in the specifics of Legal Services Corporation reporting and compliance will be provided);
2. Provides support in grants and contracts administration with program and finance staff including reporting, budgets and staff time allocated to specific projects; develops, writes and edits final progress and special reports to funders; maintains all documentation for grant reporting and application procedures;
3. Records and tracks application and reporting deadlines on a central grants calendar and regularly communicates deadlines with fiscal and program staff; maintains paper and electronic grant files, and documents needed for applications;
4. Assists the Development Director (DD) with proposal development, research and prioritizing new funding sources (foundation, corporate, and government funding); collaborates with program staff to identify objectives and outcomes that meet programmatic needs;
5. Coordinates with finance department and program staff in the development of grant budgets; communicates grant and contract information and requirements to both; develops expertise in Legal Server database to ensure accurate information for service reporting, outcomes data, and grant deliverables; coordinates with Legal Director to ensure course correction if needed; establishes and maintains a portfolio of foundation, corporate and government grants;
6. Develops relationships with funders and grant administrators; collaborates with community partners in pursuit of cooperative applications for funding reaching out to nonprofit partners to secure letters of support, MOUs, etc.;
7. Other duties as assigned.

QUALIFICATIONS:

1. A bachelor's degree with a minimum of three years professional experience in a related field; previous grant writing and contract management, or similar work, essential;
2. Experience in financial management; strong writing and verbal skills; strong organizational skills; knowledge of Central Valley legal community helpful.
3. Effective interpersonal relationships at all organizational levels and with the public and co-workers; possess a high degree of maturity, integrity and exercise good judgment;

4. Competency and experience with PC systems and standard software (Microsoft Office, Excel, Word, Outlook, PowerPoint, Desktop publishing and relevant databases);
5. Must be flexible and capable of managing many diverse tasks simultaneously; ability to manage multiple projects and meet deadlines,
6. Ability to work with a high degree of accuracy; willingness to adapt to changing situations; must demonstrate initiative and independent accomplishment of job assignments and duties;
7. Demonstrated ability to work effectively with diverse groups of individuals and organizations including ability to provide leadership within a culturally diverse environment;
8. Reliable transportation, valid CA driver's license with appropriate car insurance.

SALARY/BENEFITS: Salary Range DOE (\$46,368-\$65,940) ; medical, dental, vision, life, disability insurance coverage; employer contribution to 403(b) plan based on length of service; 14.5 paid holidays; generous vacation and sick leave policy; some professional organization dues paid by CCLS. May qualify for the School Loan Reimbursement Assistance Program and/or a Bilingual Supplement.

CCLS is an equal opportunity employer: we value equity, inclusion, and diversity, across all races, cultures, classes, ages, religions, gender identities and presentations, sexual orientations, body sizes, family structures, abilities, and all categories protected by law. We encourage all interested individuals to apply. This position is a non-exempt position and is not covered under the Collective Bargaining Agreement.