

## **Job Description -- Grants Manager**

Legal Council for Health Justice (Legal Council), located in downtown Chicago, seeks a Grants Manager to manage its grants process including grant writing and managing funder relationships.

Legal Council ([www.legalcouncil.org](http://www.legalcouncil.org)) was founded in 1987 as AIDS Legal Council of Chicago to respond to the urgent legal and human needs of persons impacted by HIV and AIDS. In 2014, we changed our name and expanded services to address discrimination, disadvantage, and disparities in health, equity, and well-being across the lifespan of vulnerable populations. Its staff have achieved successes through direct legal representation and high impact litigation, administrative and legislative advocacy, and by providing training to and collaborating with other advocates who are working towards the same goals.

**Job Description:** The Grants Manager is a member of the Development Team and is a liaison between the agency and its investors. The Grants Manager is responsible for researching, preparing, submitting, and managing grant proposals/reports that support agency goals and meet funder guidelines and criteria. This person serves as the primary grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on outcome measurement.

### **Key Responsibilities:**

- Lead grant proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications, including:
  - Researching new funding and business development opportunities on a local, state, and federal level.
  - Maintaining and building relationships with funders and other strategic partners on a local, state, and national level;
  - Drafting proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with program staff, finance, and the Executive Director;
  - Submitting grant applications via paper or online portals, and maintain list of passwords;
  - Meeting with funders and LCHJ staff to explore funding opportunities and fulfill site visit requirements
  - Maintaining master calendar of grants and prospects and all associated files and correspondence;
  - Maintaining library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.;
  - Executing thank you letters and facilitate grant contracts/agreements;
  - Ensuring acknowledgment of funders/investors via website, e-newsletter, and social media; and

- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
  - Monitoring and maintaining funder and investor reporting schedules and requirements;
  - Tracking progress toward organizational and programmatic outcomes and goals;
  - Requesting reimbursements and drawdowns as needed;
  - Drafting compelling progress reports and targeted program updates (e.g. blog posts, press releases, FB and twitter posts) to funders that fully capture programmatic success;
  - Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.; submit reports to funders and investors.
  
- Researching statistics, trends and data for grant proposals and community advocacy, including:
  - Performing research and data-gathering—both from external sources and Legal Council program data;
  - Assisting in development of presentations for various stakeholders.
  
- Other duties as assigned.

**Specific Job Requirements:**

- Bachelor’s degree (or 3-7 years of work experience with nonprofit administration, grant writing, or fundraising);
- 3+ years of experience in fundraising, grant writing or grants management;
- Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience;
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner;
- Intermediate to expert skills in Microsoft Office (specifically Word, Excel and PowerPoint). Experience with donor development/CRM software systems a plus;
- Familiarity and experience working with national, governmental and Chicago funders a plus;
- Ability to work under pressure and respond to deadlines without sacrificing quality; and
- Demonstrated interest in the mission, vision and values of Legal Council for Health Justice.

**How to Apply:** To apply, email a resume, compelling cover letter, writing sample, and two professional references to: [job@legalcouncil.org](mailto:job@legalcouncil.org), attn.: Thomas Yates, Executive Director.

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender, and Veterans are welcomed and strongly encouraged to apply.

**Salary:** Salary is commensurate with experience and based on agency salary scale.

**Submission deadline:** Position is open until filled.