

Job Description -- Grants Writer

Legal Council for Health Justice (Legal Council) seeks a Grants Writer to work with the Development Team on foundation funding opportunities, grant writing and reporting, and assisting in managing funder relationships.

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

Founded in 1988, Legal Council for Health Justice finds legal remedies for discrimination, disadvantage, and disparities in health equity and well-being across the lifespan of Illinoisans impacted by life-changing medical conditions. All applicants must demonstrate a commitment to Legal Council's mission.

Job Description: The Grants Writer is a member of the Development Team and is a liaison between the agency and foundation partners. The Grants Writer is responsible for researching, preparing, submitting, and managing grant proposals/reports that support agency goals and meet foundation funding guidelines and criteria. This person serves as the primary grant writer, assists in managing 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 clear writing and outcome measurement.

Key Responsibilities:

- Leading grant proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications—including:
 - Drafting proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with development, program and, finance staff; and the Executive Director;
 - Submitting grant applications;
 - With the Director of Development, meeting with funders and Legal Council 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 facilitating grant contracts/agreements;
 - Ensuring acknowledgment of funders/investors via website, e-newsletter, and social media.

- Working with Data Manager and Financial Team to maintain grant compliance and reporting, including outcome measurement and grant budgets including:

- Monitoring and maintaining funder reporting schedules and requirements;
 - Assisting Development Team in 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; and
 - Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.; submit reports to funders.
- Other duties as assigned.

Specific Job Requirements:

- Bachelor's degree (or at least four years of work experience with nonprofit administration, grant writing, or fundraising);
- Two or more years of experience in of grant writing experience;
- Excellent written and verbal communication skills;
- Excellent organizational skills;
- Ability to meet deadlines;
- Proficiency in Microsoft Office (specifically Word, Excel and PowerPoint);
- Experience with donor development/CRM software systems; and
- Familiarity and experience working with national, governmental and Chicago funders.

Relevant experience includes not only professional advocacy on behalf of others, but personal experience with poverty, chronic illness, HIV, mental illness, public housing or other issues affecting our client population.

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

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

Submission deadline: Position is open until filled.