



## **PART-TIME GRANTS MANAGER**

New Haven Legal Assistance (NHLAA) is seeking a committed, creative, highly organized individual who is excited to join a mission-driven organization. The Grants Manager is responsible for maintaining and expanding funding by managing and applying for private, state, and federal grants.

### **About New Haven Legal Assistance**

New Haven Legal Assistance Association (NHLAA) is a legal aid organization, founded in 1964 in the midst of the Civil Rights movement. We were established on the principle that everyone, regardless of race or income, should have equal access to the justice system. By providing high quality legal representation, we work side by side and in relationship with the community in order to lift up our clients' voices and achieve racial, economic, and social justice. NHLAA serves clients living in the Greater New Haven and Lower Naugatuck Valley communities. Our client base are children, low-wage workers, domestic violence survivors, individuals with disabilities, seniors, and immigrants.

### **Important and Essential Duties:**

- Produce clearly written, well researched, and effectively completed grant proposals;
- Monitor and ensure NHLAA is compliant with all grant requirements;
- Coordinate and prepare information for meetings and monitoring visits with funders;
- Establish and maintain strong positive relationships with funders;
- Research new grant opportunities through local foundations and other entities;
- Engage partners for cooperative applications for funding; and
- Measure and keep track of program data and evaluations.

### **Qualifications**

- Ability to write efficiently and under tight deadlines
- Ability to keep careful track of grant proposal deadlines and all records relating to grants and fundraising opportunities
- Ability to interface with diverse constituencies, including funders, local community members, and people at all levels of the organization
- Ability to function and thrive in a highly collaborative environment
- Ability to research a wide variety of topics relevant to specific grant proposals and prospects for potential corporate, foundation, and government grants
- Ability to manage time effectively and independently
- Facility with computer software applications including Microsoft Word, Excel, and Salesforce.

### **Compensation and Work Schedule**

- This is a part-time position. NHLAA'S work hours typically run Monday through Friday. Some nights and weekends are required of this position, especially to ensure the smooth functioning of events and volunteer committees. The salary range is \$45,000-\$55,000. We offer generous benefits, including a 403(b) retirement plan; health, dental, vision, and short term disability insurance; sick leave; vacation; and most observed state and federal holidays.

### **Application Instructions**

- Please send a cover letter, resume, writing sample, and list of at least three references to Carolyn Gontarski at [cgontarski@nhlegal.org](mailto:cgontarski@nhlegal.org). NHLAA invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

It is the policy of New Haven Legal Assistance to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, or any other characteristic protected by federal, state or local law.