



Grants Manager

APPLICATION DEADLINE

Review of candidates will begin immediately and continue until the position is filled. Posting updated 12/20/2022.

ABOUT LEGAL SERVICES FOR CHILDREN

Founded in 1975, Legal Services for Children (“LSC”) is one of the country’s first non-profit law firms dedicated to providing free legal representation and social work services to children. Our mission is to ensure that all children in the San Francisco Bay Area are raised in a safe environment with equal access to a meaningful education and other services that are necessary to thrive and grow. We believe that youth deserve positive alternatives to unnecessary placement in foster care, juvenile justice facilities, and immigration detention. LSC started the interdisciplinary approach that is considered a best practice in juvenile law today. We deploy attorney-social worker teams to assist Bay Area children who need to access the legal system to stabilize or improve their lives. LSC’s attorneys represent children in legal matters that involve guardianship, dependency, school discipline, immigration, and other civil legal matters. Our social workers provide crisis intervention, case management, counseling, and psychosocial assessments. LSC staff also engage in policy and advocacy projects aimed at advancing the rights of children.

To promote social justice and best serve our clients, LSC is committed to maintaining a diverse staff and providing services with cultural humility. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion and ensuring a workplace where staff can flourish and grow professionally, and well beyond. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including People of Color and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

ABOUT THE POSITION

Legal Service for Children (LSC) seeks a Grants Manager who, under the direction of the Development Director, will be responsible for managing all aspects of institutional giving at LSC.

We are seeking a development professional with a proven track record of successfully managing grants and contracts, both private and governmental. The Grants Manager will be responsible for pre- and post- award management, data maintenance and analysis, fiscal/budget information, and evaluation. The Grants Manager will develop and write proposals, prepare reports to funders, and ensure compliance with funding agreements and fulfillment of grant deliverables. This position will also assist in identifying additional funding sources and general fundraising support.

Key areas of responsibilities include:

- Develop and write new and renewal applications to funders. Prepare budgets for applications.
- Develop, write, and manage the submission of financial and program reports to funders (public and private).
- Maintain a master calendar to track deadlines and coordinate submission of proposals, reports, renewal requests, and other funder requirements.
- Manage invoicing for government contracts and produce financial statements for grant reports.
- Record and maintain all contracts and accounts receivable in EveryAction.
- Collaborate across departments on maintaining information in client services' database (LegalServer). Extract accurate data for reporting on grant deliverables.
- Work with program leads on establishing and tracking deliverables to meet contract requirements.
- Work with finance staff to produce financial reports for funders and maintain accurate revenue records.
- Help assess viability of government and other funding opportunities.
- Represent LSC at bidders' conferences.
- Assist in prospect research of foundations, corporations and private sources.
- Work with program, management and development colleagues to identify budget needs.

Qualifications

Seeking a candidate with 1-3 years experience with grants and contract management or 4-6 years of relevant non-profit fundraising experience that conveys the following capacity:

- A solid understanding of the grant-making process in the private philanthropy sector (foundations and corporations).
- Experience with government grants and contracts and reporting requirements.
- Expertise in database record-keeping and reporting; EveryAction experience a plus.
- Aptitude to quickly learn technical programmatic content and then to convey that information in clear and compelling writing.
- Proficiency in Microsoft Word and Excel is required. Experience with Microsoft Teams and SharePoint desired.
- Familiarity with developing grant/project budgets and expenditure reports.
- Ability to work collaboratively across teams.
- Attention to detail and ability to handle multiple deadlines.
- Capacity to work independently and under general supervision.

SALARY & BENEFITS:

Salary is commensurate with experience, ranging from \$74,500-\$80,500. Benefits include fully paid health insurance for employees and majority paid for child dependents (medical, dental, and vision), retirement contribution and generous paid leave (vacation, sick, holiday, and sabbatical). LSC also offers a flexible spending account for qualified health expenditures.

Please note that due to COVID-19, our employees at Legal Services for Children (LSC) are working remotely with office attendance when necessary. This position will be eligible for a "hybrid" model in which the employee can work a blend of field, home and office.

This position is in a bargaining unit represented by IFPTE Local 20.

APPLICATION PROCESS

Please send cover letter, resume, one writing sample that you were the significant editor/writer of and contact information for three references to jobs@lsc-sf.org with "Grants Manager" in the subject line.

In your cover letter, please address the following:

LSC's clientele is extremely diverse, and the majority of our clients are youth of color. To ensure that our agency is best serving these children, LSC strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with our community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued. **How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff?** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.