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## Charlotte Center for Legal Advocacy

### GRANTS MANAGER

Charlotte Center for Legal Advocacy, a non-profit agency that provides legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, seeks a Grants Manager. More information about the Advocacy Center can be found on its website, [www.charlottelegaladvocacy.org](http://www.charlottelegaladvocacy.org)

#### **Position Summary:**

The Grants Manager serves as a liaison between the organization and its investors and is responsible for researching, preparing, submitting, and managing grant proposals/reports that support the organization goals and meet funder guidelines and criteria. The Grants Manager serves as the primary grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. In addition, the Grants Manager enhances existing funding models, identifies new sources of funding, and develops a sustainable and effective grants program by ensuring compliance with grant regulations. Finally, the Grants Manager ensures that grant programs operate efficiently, and streamlines grant administration to support the fiscally sound organization.

#### **Responsibilities:**

- Lead grant proposal development and submission by preparing and organizing materials for proposals and submitting and monitoring grants applications. To include:
  - Researching new funding and business development opportunities on a local, state, and federal level
  - Maintaining and building strong relationships with funders and other strategic partners on a local, state, and national level
  - Drafting proposals and Letters of Intent, grant application narratives, and budgets in collaboration with program staff, finance, and the CEO.
  - Meeting with funders and CCLA staff to explore funding opportunities
  - Maintaining a master calendar of grants and prospects and all associated files and correspondence

- Maintaining a library of grant support documents including resumes, bios, IRS forms, and Board and Staff demographic information
- Drafting and executing thank you letters and facilitating grant contracts and agreements
- Ensuring acknowledgment of funders and investors via website, social media, or other publications
- Maintain grant compliance and reporting, including outcome measurement and grant budgets by taking responsibility for meeting high standards of effectiveness, timeliness, and thoroughness. To include:
  - Monitoring and maintaining funder and investor reporting schedules and requirements
  - Tracking progress toward organizational and programmatic outcomes and goals
  - Drafting compelling progress reports and targeted program updates to funders that fully capture programmatic success
  - Assembling all necessary supporting materials and documents, including budget reports, outcome measurements, and success stories
- Research statistics, trends, and data for grant proposals and community advocacy
- Other duties as assigned

**Qualifications:**

- Bachelor's Degree or a combination of High School diploma and work experience
- A minimum of 3 years grant writing experience, preferably with a non-profit organization
- Demonstrated analytical and persuasive writing skills experience as well as outstanding editing skills
- Strong administrative and self-motivation skills with the ability to set priorities and manage multiple tasks under minimal supervision and in an effective and efficient manner
- Intermediate to expert skills in Microsoft Office
- Budgeting experience strongly preferred
- Experience working with local funders a plus
- Demonstrated interest in the mission and vision of Charlotte Center for Legal Advocacy

## **Compensation**

This position is a full-time, exempt position. The annual salary range begins at \$60,000 and may vary depending upon experience and skills. Charlotte Center for Legal Advocacy offers a generous leave and benefits package.

## **To Apply**

Qualified applicants should send a resume and cover letter to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org). Please note the position for which you are applying in the subject line.

Charlotte Center for Legal Advocacy (Advocacy Center) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of the Advocacy Center to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Kirsten Morris at [kirsten.morris@charlottelegaladvocacy.org](mailto:kirsten.morris@charlottelegaladvocacy.org)

*Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*