



**Title:** Grant Manager  
**Status:** Full-time Exempt  
**Reports to:** Director of Development  
**Salary:** Commensurate with Experience

## Description of Organization

Lawndale Christian Legal Center (LCLC) provides North Lawndale justice-involved youth, 24 and under, with community-based holistic legal services. This highly relational and innovative model of holistic defense is performed by an interdisciplinary team of attorneys, case managers, outreach workers, and wrap around supports working seamlessly together in the community to support, serve, and advocate for youth and young adults in contact with the criminal justice system. Our holistic team works together to meet the various needs of our youth at every phase of the criminal justice system from diversion, court advocacy, and reintegration during probation or parole. By serving youth holistically in their community, LCLC is leading the transformation of the traditional criminal justice system by establishing new best practices in community-based holistic interventions that are more effective and cost less. More information on LCLC can be found at [www.lclc.net](http://www.lclc.net).

## Who You Are

You are someone who has been called to fight injustice and help vulnerable young people thrive. You believe everyone has the right to a fair legal defense and would like to do your part to help young people in Lawndale exercise that right. You are gifted at pitching in where needed, have a wonderful demeanor, and bring organization and professionalism to all you do.

## Summary

Qualified candidates should possess excellent writing, computer (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills. The candidate must be highly organized with the ability to implement systems and follow-up processes. They must be able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. Their prior experience should demonstrate a proven record of accomplishment in securing new funding opportunities, comprehensive knowledge of grant research, writing, and reporting, and the ability to distinguish and identify funding opportunities for special programs.

## Job Description

Work is performed under the direction of the Director of Development with the majority of work performed independently. Primary responsibilities include preparation and management of proposals and grant applications and reporting, plus performance of professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities.

## Required Qualifications

- Bachelor's degree or an equivalent combination of education and experience

- Worked in related discipline with a minimum of three years of related experience and a proven record of accomplishment in grant writing and management
- Excellent written and verbal communication skills
- Proficient in research, interpretation, and analysis of diverse data
- Possess the ability to work collaboratively and independently to achieve stated goals
- Good judgment, with the ability to make timely and sound decisions
- High degree of computer literacy (Microsoft Office, Google Email, Mail Merge, Excel, Salesforce or similar database) and demonstrated ability to learn new programs
- Action-orientation, adaptability, innovative, and collaborative approach required for succeeding within a small, dynamic, and diverse office
- Knowledge/understanding of the criminal justice system
- Understanding of and commitment to LCLC's mission

#### Essential Duties and Responsibilities

- Researches and identifies new government, corporate, foundation and private funding prospects and opportunities
- Organizes and arranges site visits for grantors and attend necessary grantor meetings
- Generates proposals and supporting documents in response to solicitations
- Generates revenues for client programs and services through timely submission of well-researched, well-written and well-documented grant/fundraising proposals
- Maintains and implements funding calendar activities, including cultivation and stewardship activities
- Writes grant reports to government, corporate, foundations and other funders
- Acts as liaison with program staff and external partners.
- Serves as a liaison to all funding agencies or organizations
- Engages with program officers at organizations to solicit invitations to submit proposals.
- Special projects as needed

#### Essential Physical Requirements

To successfully perform the essential functions of this job the physical demands described here are representative of those that must be met by an employee.

- Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis
- Tasks may involve extended periods of time at a keyboard or workstation
- Must be physically active, able to climb stairs, and lift up to 25 pounds

#### Application

Position is open until filled. Please send cover letter, resume, writing sample, and references (3), and salary requirements to Freeda Warren at [fwarren@lclc.net](mailto:fwarren@lclc.net).

*Lawndale Christian Legal Center is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and organizational needs. Our*

*goal is to be a diverse workforce that is representative of those we serve. We especially encourage applications from residents of the Greater Lawndale community.*