



Posting Date:	9/13/11	Closing Date:	3/30/12
Job Title:	Grants and Contracts Manager	Job Reference Code:	CIVIL-2011-024

### MAJOR PURPOSE OF POSITION

The Grants and Contracts Manager is responsible for the centralized grants and contract management functions, serving as a key link between the Civil Practice program, Fiscal and Development teams. This position oversees all aspects of grants management, including compliance monitoring and the coordination or data collection and reporting with frontline staff at 14 Society offices throughout the five boroughs of New York City. The Grants and Contracts Manager will report to the Attorney-in-Charge of the Civil Practice. This position is ideal for someone interested in non-profit administration and management who would like exposure to both grants management and practice administration functions.

### ESSENTIAL DUTIES/RESPONSIBILITIES

- Assist in managing program grants and contracts with Civil Practice program leaders and Fiscal staff and establish policies and procedures for managing all aspects of publicly and privately funded grants and contracts, including startup, renewals, amendments, modifications, closeouts, etc.
- Develop and implement grant and contracts administrative plans and compliance and reporting systems in coordination with the Civil Practice program leaders and Fiscal staff
- Work with Fiscal staff to provide detailed reporting on outstanding government and private contract receivables as well as spending for the Civil Practice Attorney-in-Charge and senior managers
- Act in coordination with Civil Practice Attorney-in-Charge and program leaders as liaison between the Practice and the grantors for program related issues
- Ensure uniformity of grants and contracts compliance within the Civil Practice by conveying grantor policies and procedures to Civil Practice program leaders and Fiscal staff
- Facilitate the development of quality assurance systems to monitor and track grant requirements and deliverables
- Support program audit requests by government funders in coordination with Fiscal staff, and ensure feedback to grantors regarding contract site visits
- Prepare summary reports for senior management, Development and the Board
- Oversee preparation of program reports to funders
- Participate in strategic program planning in coordination with Civil Practice program leaders
- Coordinate special projects for the Civil Practice

### SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

### TRAINING AND QUALIFICATIONS

- MBA/MPA or Bachelor's degree with demonstrated work experience in grants/contracts reporting of a not-for-profit organization
- Ability to manage relationships and effectively communicate with program staff, grantors and funders
- Experience working in a high paced environment
- Excellent written and verbal communication skills

- Excellent analytical and organizational skills
- Excellent computer skills

#### **HOW TO APPLY**

If you wish to be considered for a position, please submit a cover letter and resume to the e-mail listed below. In addition, please include the Job Reference Code in all correspondence.

<b>Contact Person:</b>	N/A	<b>E-mail:</b>	Jobs-civ@legal-aid.org
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<b>Contact #:</b>	N/A	<b>Fax #:</b>	N/A
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