

**West Tennessee Legal Services
Grant Administrator
Job Description**

Position Title: Grant Administrator
Department: Administration
Employment Status: Full-time; exempt
Location: Jackson
Supervisor: Executive Director
Supervises: None
Prepared: January 22, 2024

Job Summary:

The Grant Administrator assists with funder relationships, engages in program development, assists with grant writing, produces and manages grant reports, billing, and invoices in coordination with the administrative team, helps with grant monitoring, supports development of project initiatives, and serves as backup to the Financial Assistant. The Grant Administrator will be predominantly funded through the Family Centered Legal Solutions project, providing administrative support for meeting funder requirements.

Duties/Responsibilities:

The essential functions of this position include, but are not limited to, the following tasks:

Grant Administration

- Handle grant administration, contract compliance, and reporting for public and private grants and contracts.
- Collect and track key data points related to WTLS' areas of strategic focus.
- Research, identify, and pursue new funding opportunities through timely submission of well-researched, well-written, and well-documented proposals.
- Produce, manage, and forecast grant budgets, in coordination with the administrative team.
- Ensure that deadlines, required data, and additional essential elements of the project are accurately followed, compiled, measured, and reported.
- Serve as a point of contact for funders, build strong relationships, and provide good customer service.
- Maintain working knowledge of federal and local regulations governing WTLS contracts, provide basic training, and answer questions regarding contract/grant regulations for WTLS staff.
- Prepare materials for contract/grant invoicing, reviews, and monitoring and meet with reviewers when requested by funders, in conjunction with administrative team.

Development

- Participate in firmwide programs, events, training, and outreach efforts.
- Assist with project development efforts.

Grant Writing

- Research and present new and continuing grant opportunities.

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- Lead staff in preparing and assembling grant proposals/contracts in compliance with state, federal, local, and private funder guidelines and deadlines.
- Maintain grant files, award acknowledgement letters, draft proposals and grant application narratives, and collaborate to finalize applications with the Executive Director and others as appropriate.
- Secure all necessary endorsement letters and signatures.

General WTLS

- Participate on internal committees, work groups, and other efforts to promote and improve WTLS operations.
- Establish and maintain professional working relationships with office staff.
- Comply with program policies and regulations of the Legal Services Corporation and other funders.
- Comply with relevant portions of the Legal Services Corporation's Performance Criteria and with the American Bar Association's Standards for the Provision of Civil Legal Aid.
- Comply with all applicable organizational, professional, and legal requirements for confidentiality.
- Perform other duties as requested by the Executive Director or supervisor.

Requirements:

- Bachelor's Degree.
- Minimum 1-year non-profit grant writing and management experience.
- Effective oral and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills, attention to detail, and proven ability to meet deadlines.
- Ability to multi-task and shift priorities.
- Intermediate to expert proficiency in Windows and Microsoft Outlook, Word, PowerPoint, and Excel software.
- Must have driver's license and access to transportation.

Success Factors:

- Demonstrate a commitment to the principle of equal justice and to advocacy for low-income persons.
- Treat clients, staff, and the public with dignity and respect.
- Appreciate the experiences and needs of people of diverse economic, social, and cultural backgrounds.
- Demonstrate a personal sense of integrity.
- Take ownership of projects and produce solid work products.
- Work as a member of a team and independently including willingness to help others (cooperative) and share knowledge, information, contacts, and experience.
- Address issues in a timely manner.
- Use a high level of professionalism, diplomacy, and sound judgment.
- Handle and prioritize multiple, competing demands.

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Working Conditions:

- Work during office hours between 8:30 a.m. and 5 p.m., Monday through Friday. A minimum 30-minute break must be taken when at least 6 hours are worked. Work hours must be accurate and contemporaneously recorded. A flextime of work hours may be used, if approved. Your supervisor will consider the needs of the office and the preference of more senior employees before approving flextime. Work after hours or on weekends may be occasionally required.
- Work is performed primarily in an office setting and at outreach sites.
- Prolonged periods of sitting at a desk and working on a computer.
- Often communicating with people using the phone, email, via video call, or in person.
- Occasionally lift up to 15 pounds.
- Travel within the WTLS service area may be necessary.

Compensation & Benefits:

- **Compensation:** DOE. Starting salary is \$44,458. This position is a full-time position and compensation is made according to the Wage Administration Plan that became effective on August 1, 2007 (as revised on April 22, 2019).
- **Benefits:** Full-time benefits include the ability to participate in WTLS' health insurance plan, dental plan, LTD, Life Insurance, 401k retirement plan, paid Annual Leave (based on years of employment), paid Sick Leave (12 days per year), paid Holidays (11), and paid week off between Christmas and New Year.

WTLS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetic information.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. By signing below, I understand and agree that I must be able to perform each of the essential functions of the position listed above to continue my employment with the Organization.

Signature

Date