



*Breaking Barriers to Justice*

## **Grants and Contracts Associate**

Land of Lincoln Legal Aid seeks a Grants and Contracts Associate for its Administrative Office. Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to providing justice for those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve.

Land of Lincoln has over 30 different funding streams from federal, state, and private sources. Its staff works with community organizations, social service agencies, and faith-based groups to deliver holistic legal services. The Grant and Contracts Associate will assist the Grants and Contracts Manager and the Deputy Director for Program Operations in maintaining funding for the organization.

### **Responsibilities include:**

- Assist with the preparation of funding applications.
- Prepare reports to funders, review for compliance with grant goals and requirements.
- Communicate with regional office staff as need to ensure compliance with grants and funding sources, as well as develop grant proposals and reports.
- Research potential funding sources and develop proposals as appropriate.
- Run error reports as assigned and making corrections as needed.
- Other duties as assigned.

### **Qualifications:**

- Bachelor's degree required.
- Previous grants and contracts experience in a nonprofit setting preferred.
- Previous legal aid experience a plus.
- Master's degree or non-profit management certification a plus.
- Excellent verbal, analytical, writing, and organization skills.
- Creative thinker and problem solver with strong attention to detail.
- Highly motivated and demonstrably able to work independently as well as part of a team.
- Access to home broadband internet sufficient for videoconferencing.
- Commitment to social and racial justice.
- Demonstrated ability to build relationships and work with people of diverse social, economic, and racial/ethnic backgrounds.

### **Compensation:**

\$40,000+dependent on experience. Excellent insurance and retirement benefits.

**Please send a cover letter, resume, and writing sample to Andrew Weaver, Deputy Director for Program Operations, care of Kim Harrington at [kharrington@lincolnlegal.org](mailto:kharrington@lincolnlegal.org) no later than close of business on **Friday, November 19, 2021**.**

**Land of Lincoln is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LBGTQIA+, and gender non-conforming applicants.**