



Breaking Barriers to Justice

Grants and Contracts Manager

Land of Lincoln Legal Aid seeks a Grants and Contracts Manager 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 Grants and Contracts Manager will assist the Deputy Director for Program Operations in maintaining funding for the organization.

Responsibilities include:

- Prepare or supervise preparation of funding applications and ensure timely submission to meet funder deadlines
- Prepare or supervise preparation of reports to funders, review for compliance with grant goals and requirements
- Support regional offices to develop collaborations and potential funding sources
- Research potential funding sources and develop grant proposals as appropriate
- Other duties as assigned

Qualifications:

- Bachelor's degree required.
- Previous grants and contracts experience in a nonprofit setting preferred
- Previous legal aid experience or JD 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
- 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 Clarissa Gaff, Executive Director:

cgaff@lincolnlegal.org

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.