



Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT: Grants Writer May 2023

Join Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic resource development team who works with advocates that provide a wide-range of legal services aimed to address issues that disproportionately impact low income communities. Services include litigation, providing training and technical assistance, and community education.

Under the direction of the President & CEO, the Grants Writer works to leverage public and private funding opportunities to support free civil legal services for vulnerable individuals and families residing in LA County through prospecting and proposal writing.

Position: Grants Writer (Government Focus)

Availability: Availability is Immediate.

Salary: Salary starts at \$70,000-80,000- commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; flexible spending account (FSA) 125 plan; 403(b) employer contribution upon passage of probation, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

Duties and Responsibilities:

In collaboration with and under the direction of the President & CEO:

- Research and assess funding opportunities to support provision of civil legal services in all areas that most impact low income people including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, and employment and training.
- Partner with advocates to learn about programs and emerging needs and be able to translate into a strong written narrative.
- Write and submit letters of inquiry, concept papers and grant proposals to federal, state, and city/county government agencies, seeking to support NLSLA's legal advocacy priorities. This position will interface with NLSLA's Development team but will focus on grants specific to local, state, and federal governments. Work with private foundations will be limited to program specific work as the Development team is laser focused on raising general operating support.
- Familiarity with database systems to track grant applications and progress.
- Work with NLSLA Development and Fiscal Staff to develop materials and budgets for proposals.
- Assist in capital campaign to raise funds for NLSLA's new Pacoima Office.

Neighborhood Legal Services of Los Angeles County | www.nlsla.org | Toll-Free Telephone: (800) 433-6251

GLENDALE OFFICE
Administrative Offices
1104 E. Chevy Chase Dr.
Glendale, CA 91205

EL MONTE OFFICE
3629 Santa Anita Ave.
#109
El Monte, CA 91731

PACOIMA OFFICE
13327 Van Nuys Blvd.
Pacoima, CA 91331

WELLNESS CENTER
Historic General Hospital
1200 N. State St., #1008
Los Angeles, CA 90033

A PROJECT FUNDED BY
 America's Partner
for Equal Justice
LEGAL SERVICES CORPORATION

Qualifications:

- Undergraduate degree in journalism, English, related field, or comparable work experience.
- Certification or continuing education in grant writing, proposal development and/or fundraising preferred.
- At least three years of professional experience in grant writing/fundraising with an emphasis on government grants
- Excellent writing, research, organizational and oral skills.
- Demonstrated record of developing successful grant proposals with an emphasis on government agencies.
- Self-directed.
- Strong interpersonal skills and the ability to work well within a team.
- Proficiency in Microsoft Office applications: Word, Excel, Outlook.
- Knowledge of and familiarity of grant research using and other fundraising sourcing resources.
- Fluency in written and spoken English.
- Strong attention to detail
- COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered.

About NLSLA:

Founded in 1965 as part of our nation's War on Poverty, Neighborhood Legal Services of Los Angeles County (NLSLA) is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 115,000 low-income residents of Los Angeles County each year. The NLSLA staff of 180, including 80 attorneys, specialize in areas of the law that disproportionately impact low-income people, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, services for justice-involved adults and youth, education rights, clean slate initiatives, and employment and training.

Through a combination of individual representation, high impact litigation, and public policy advocacy, NLSLA's advocacy combats the immediate and long-lasting effects of poverty and expands access to health, opportunity, and justice. NLSLA serves all of Los Angeles County with a special emphasis on the poverty communities of the San Fernando, San Gabriel, Pomona, and Antelope Valleys, as well as the central county cities of Glendale, Burbank, and Pasadena. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona, Pasadena, and Downtown LA; Hospitals and health centers in Sylmar, Van Nuys, North Hollywood, and El Monte; and with social services providers in the Antelope Valley.

To apply:

Applicants should send a cover letter, resume, and writing sample to:

Human Resources
Neighborhood Legal Services of Los Angeles County
1102 E. Chevy Chase Drive
Glendale, CA 91205
Fax: (818) 291-1790 E-mail: employment@nlsla.org

NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.