



DIRECTOR OF GRANTS MANAGEMENT AND COMPLIANCE

NLSLA provides free assistance to more than 160,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply.

ABOUT THIS POSITION:

The Director of Grants Management and Compliance is a member of the senior leadership team. This position oversees and manages the programmatic component of NLSLA's grants that fund teams across the organization including, but not limited to, Legal Services Corporation (LSC), State Bar of California, Community Services Block Grants (CSBG) and funding from government entities and legislators such as the Los Angeles County Board of Supervisors for project awards. This position ensures grant compliance in collaboration with senior leaders, and other members of the leadership team. This position will engage in cross collaboration work with the executive, finance, and operational teams as well as programmatic workgroups and supervisors. This position will identify grant process gaps and develop strategies to optimize grant administration process. The Director of Grants Management and Compliance will also oversee the preparation of significant data reports to LSC and the State Bar each year. They will also provide technical assistance and support to supervisors and staff throughout the organization. This position also oversees NLSLA's case management system LegalServer to optimize its use to support grant compliance, grant reporting, general case management support for staff, and fiscal needs. This position supervises the Database Specialist.

As the Director of Grants Management and Compliance, you will be expected to demonstrate strong leadership competencies that contribute to the overall success of the organization.

In this role, you will report to a senior or executive leader. This position is exempt.

THIS POSITION MAY BE RIGHT FOR YOU IF:

- YOU THINK STRATEGICALLY analyzing complex issues, anticipating future trends, and developing proactive strategies to address them. You provide strategic consultancy, proactively sharing perspectives that advance the thinking of the organization. You lead and set priorities as a strategic contributor.

- **YOU DRIVE RESULTS** setting and achieving measurable outcomes. You drive high performance in delivering team results and meeting organizational goals. You understand the strategic plan and positively contribute to achieve end results.
- **YOU LEVERAGE TECHNOLOGY** to make information and resources more accessible and improve processes.
- **YOU GET INTO THE DATA** with a natural curiosity to analyze and interpret information.
- **YOU FOSTER CONTINUOUS IMPROVEMENT** and a commitment to continuous learning and development, staying updated to cutting edge trends. You embrace leadership best practices to enhance effectiveness, adaptability, and engagement.
- **YOU MOTIVATE AND INFLUENCE** inspiring and communicating a commitment to inclusivity and belonging, empowering great thinking, acting and engagement in others.
- **YOU EXEMPLIFY EMOTIONAL INTELLIGENCE** demonstrating self-awareness, empathy, and effective interpersonal skills to understand and manage one's own emotions and navigate relationships with colleagues, team members, and funders.

WHAT YOU CAN EXPECT TO DO IN THIS ROLE:

- Lead grant reporting for non-project specific general funding sources including, but not limited to, Legal Services Corporation (LSC) and the California State Bar. Delegate responsibilities to other leaders and staff as appropriate.
- Provide technical support as needed and oversee the submission of project specific LSC and State Bar grant reports to ensure timely and quality submission.
- Directly oversee and manage project grants that fund teams across the organization including, but not limited to, the Community Services Block Grant (CSBG) and funding from government entities and legislators such as the Los Angeles County Board of Supervisors for project awards. Manage grant compliance, reporting, spend-down, and audits.
- Support grant compliance of general funding sources by developing resources and materials to help guide staff, including compliance/eligibility checklists and grant overview summaries; develop and conduct training for staff and supervisors; and draft policies in collaboration with the Legal Director and other senior leaders as appropriate.
- Ensure LSC compliance in collaboration with the LSC Committee, senior leaders, and other members of the leadership team.
- Review and update LSC advisory opinions.
- Review and approve LSC income and asset waivers for eligible cases.
- Lead audits and monitoring of programmatic component of NLSLA's general grants.
- Develop and improve systems and processes to support the management of all NLSLA grants.
- Provide grant compliance and reporting technical assistance and support to supervisors and staff.
- Provide grants management and compliance onboarding support.
- Engage in cross collaboration work with the executive, finance, and operational teams as well as programmatic teams and supervisors.
- Work closely with the Chief Financial Officer and the fiscal team to monitor and manage spend-down of grants, especially for general grants. Provide technical assistance and

support to supervisors as needed. Communicate shifts in spending priorities of general funding to supervisors as needed. Support strategizing spend-down plan.

- Review cases for compliance. Review and shift fund codes as needed to address compliance and/or spend-down. Review and cleanup grant data as needed.
- Work closely with the Human Resources team to ensure that organizational policies are in place to ensure grant compliance and that compliance records are maintained and tracked.
- Collaborate with the development team on grant proposals as needed.
- Coordinate with the Vice President of Development and Marketing and the executive office for board needs.
- Review and interpret grant contracts and provide guidance to appropriate staff, including the Human Resources Department, Information & Technology team, fiscal team, and supervisors so that they may execute the terms and ensure compliance. This position also reviews and interprets contracts for the CEO to ensure informed decision-making.
- Maintain and oversee centralized repository of grants, including reporting and deliverable tracking.
- Oversee case management system and supervise the Database Specialist.
- Either directly or in collaboration with the Database Specialist, program funding code parameters to ensure programmatic compliance.
- Optimize use of case management system to support grant compliance, grant reporting, general case management support for staff, and fiscal needs.
- Identify grant process gaps and develop strategies to optimize grant administration process.
- Travel to NLSLA program offices, courthouses, and other locations throughout Los Angeles County may be required.
- Serve as a member of NLSLA's senior leadership team.

HOW YOU CAN STAND OUT:

For this role, the ideal candidate has

- Understand NLSLA's overall strategic plan and objectives for grant funding.
- A JD from an accredited law school to support the drafting and review of contracts as well as interpretation of legal statutes and regulations.
- Passion for NLSLA mission and demonstrated commitment to serving low-income communities.
- Experience with LegalServer or cloud-based case management system.
- Experience working at a non-profit law firm.
- Demonstrated ability to leverage technology.

WHAT YOU'LL NEED ON DAY ONE:

- Minimum of 5 years' experience managing grants, including compliance, reporting, and audits/monitoring.
- Minimum of 7 years' experience working in a legal services non-profit or similar professional services organization.

- Solid understanding of budgets as it relates to grant management.
- Strong data analysis skills.
- Demonstrated ability to issue spot, problem-solve, and engage in cross-functional collaborations, with strong decision-making skills.
- Self-motivated, detail oriented, and highly organized. Ability to manage competing tasks.
- Systems and process oriented.
- Tech savvy and resourceful.
- Have a strong demonstrated ability in oral and written communication and policy development.
- Must be able to work independently and in a team environment.
- Excellent interpersonal, organizational and presentation skills.

WHAT WE OFFER:

The salary range for this position is \$130,000- \$160,000.

Benefits include:

- 35-hour workweek with a hybrid schedule.
- 15 paid holidays per year.
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan with employer contributions.
- Bilingual supplement.
- Lawyer student loan reimbursement assistance program.
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Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

Equal Employment Opportunity Policy

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and is afforded the respect and dignity they deserve.

NLSLA Commitment to Diversity, Equity, Inclusion

NLSLA believes that racial healing and addressing inequities related to disability, religion, sexual orientation, class structures, gender, and race, are fundamental to expanding access to health, opportunity, and justice across diverse communities.

We are committed to fostering a culture of inclusion and belonging within our organization and the communities we serve. We achieve this through:

- **Continuous Learning:** Cultivating cultural competency and humility among staff through ongoing training, open dialogue, and self-reflection.
- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **Strategic Resource Allocation:** Directing resources towards initiatives that empower diverse communities and dismantle systemic barriers.
- **Meaningful Community Engagement:** Partnering with the communities we serve to co-create solutions and foster trust.
- **A Respectful Workplace:** Providing a work environment free from discrimination and where every individual is valued, heard, and respected for their unique contributions.