



Director of Fiscal Grants Administration

Change Lives and Transform Communities – Join Our Fiscal Team!

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 160,000 individuals and families each year through innovative projects that expand access to justice. We see the law as a powerful tool for social change and we're looking for passionate individuals to help us fight for justice.

We value diverse perspectives and experiences, and we believe that a strong community is built through inclusivity. NLSLA is proud to foster an environment that welcomes individuals from all backgrounds and abilities, and we encourage all qualified candidates to apply.

About the Role

The Director of Fiscal Grant Administration is a member of the senior leadership team and is responsible for the oversight and management of the fiscal components of all NLSLA organizational funding sources. The funding sources include, but are not limited to, Legal Services Corporation (LSC), the State Bar of California, and various federal, state, local and private grants.

The Director of Fiscal Grant Administration ensures the integrity and accuracy of grant budgeting, expenditure tracking, financial reporting, and compliance with all fiscal requirements imposed by funders. This position works in close partnership with the Director of Program Grants Administration to ensure grant compliance and engagement in cross-departmental collaboration with leaders throughout the organization. This position will identify grant process gaps and develop strategies to optimize the fiscal grant administration process. They will also provide regular budgeting and expenditure tracking support to supervisors throughout the organization. This position will leverage NLSLA's case management system, LegalServer, to optimize its use to support fiscal grant compliance and reporting.

The ideal candidate will demonstrate a strong understanding of nonprofit financial management and grants administration and exceptional analytical skills, and strong leadership competencies that contribute to the overall success of the organization and its mission. This position will supervise NLSLA's grant accountant(s).

In this role, you will be part of the fiscal team and report to the Chief Financial Officer. This position is exempt.

What You'll Do

- Lead the full lifecycle of fiscal grant and contract management, including pre- and post-award processes—such as grant setup, budgeting, fiscal compliance monitoring, amendments, reporting, and closeout—for federal, state, local, and private funding sources.
- Oversee fiscal compliance and financial performance of all grants, ensuring adherence to internal policies and external regulations, including OMB Uniform Guidance.
- Continuously evaluate and improve internal systems for grant tracking, budget forecasting, financial reconciliation, and audit preparedness. Develop new tools and processes as needed.
- Maintain comprehensive tracking of all grants, allocations, and deadlines; produce clear monthly reports reflecting revenues earned and expended and percent completion of financial grant deliverables, including percentages earned and expended.
- Collaborate with program supervisors and development staff to prepare and manage grant budgets for applications, renewals, and amendments.
- Prepare and submit timely, accurate financial reports and invoices to funders; monitor expenditures to ensure compliance with allowable cost principles.
- Produce monthly financial reports, including variance analyses, to support effective program and organizational decision-making.
- Act as the primary fiscal point of contact for external auditors and monitors; maintain fiscal documentation and records required for audits and monitoring visits.
- Analyze fiscal performance of grant-funded programs and communicate key insights to the leadership team.
- Supervise grants accounting staff, providing coaching, conducting annual performance evaluations, and supporting professional development to enhance capacity for strategic grants administration.
- Support the CFO in the preparation of indirect cost rate proposals, budget forecasts, and cost allocation analyses.
- Ensure fiscal oversight and compliance of subgrantees.
- Collaborate with the Director of Program Grants Administration on overall grant administration, compliance, and financial reporting efforts.

- Lead cross-functional collaboration with the leadership team and program staff to manage grant spend-down strategies, reallocate funds as needed, and ensure optimal utilization of resources.
- Review, interpret, and monitor grant contracts and MOUs for fiscal compliance, and in consultation with the CFO and CEO, negotiate terms when necessary.
- Optimize the use of LegalServer, NLSLA's case management system, to streamline fiscal compliance and reporting.
- Identify process gaps in fiscal grant management and implement improvements to enhance efficiency, effectiveness, and automation.
- Develop and deliver training, resources, and policy guidance to support fiscal grant compliance across the organization.
- Provide onboarding and ongoing support related to fiscal grants management and compliance for program supervisors and staff.
- Monitor organizational performance related to financial operations, planning, and resource management.
- Support the organization's financial health by maintaining robust systems and practices across all funding streams.
- Occasional travel to NLSLA program offices, courthouses, or other locations throughout Los Angeles County may be required.

What You'll Need

- Minimum of 7 years' experience in fiscal management of grants, including compliance, reporting, and audits/monitoring.
- Strong understanding of federal and state grant regulations and compliance requirements.
- Substantial experience with government grants.
- Solid understanding of grant budgets.
- Strong data analysis skills.
- Exceptional project management skills and a proven track record of successfully managing multiple projects and deadlines.
- Self-motivated, detail oriented, and highly organized. Ability to manage competing tasks.
- Systems and process oriented.
- Demonstrated ability to leverage technology.
- Have a strong demonstrated ability in oral and written communication.
- Must be able to work independently and in a team environment.
- Excellent interpersonal, organizational and presentation skills.

Bonus Points If You

- Master's degree in public administration, business, finance, or related field.
- Experience in senior management role.
- Management and mentorship experience with a collaborative, transparent, flexible, and compassionate management style.
- Experience working at a non-profit law firm or proven ability to lead cross-functional teams, streamline systems, and produce results in a mission-driven, fast-paced environment.
- Passion for NLSLA mission and demonstrated commitment to serving low-income communities.

Why You'll Love Working with Us

At NLSLA, we believe in supporting our staff as they grow in their careers and live balanced lives. We offer:

- **Competitive Salary:** \$130,000–\$150,000, based on experience.
- **Work-Life Balance:** A 35-hour workweek and a hybrid work schedule to help you balance professional and personal commitments.
- **Generous Time Off:** 15 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave. Exempt employees are eligible for compensatory time in accordance with company policy.
- **Comprehensive Benefits:**
 - Medical, dental, and vision insurance with a variety of plan options.
 - Basic Life and AD&D Insurance, Long-Term Disability Insurance.
 - 403(b) retirement plan with employer contributions and options for voluntary contributions.
 - Monthly bilingual supplement for qualified employees.
- **A Culture of Inclusion:** We are committed to fostering a respectful, inclusive work environment where everyone can thrive.
- **Perks:** Technology reimbursement to help you stay connected and equipped to do your best work.

Apply Today

Are you ready to make a lasting impact on the lives of vulnerable families in Los Angeles?

Apply now to join our team and be part of a mission-driven organization dedicated to justice and equity. [Click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

We are excited to hear from you!

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.

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance. Please note that, in limited circumstances, certain convictions may be considered incompatible with the responsibilities of specific roles, particularly where the safety and well-being of vulnerable client populations are a concern.

NLSLA's Commitments

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 communities.
- **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.