



## **Director of Program 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 Program Grants Administration is a key member of the senior leadership team, responsible for overseeing and managing the programmatic component of NLSLA's diverse grants portfolio. This includes, but is not limited to, grants from the 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.

This position ensures grant compliance with all programmatic grant requirements in close collaboration with senior leaders, and other members of the leadership team. The Director will engage in cross collaboration work with the executive, finance, and operational teams as well as programmatic workgroups and supervisors, to optimize grant administration processes. Key responsibilities include identifying grant process gaps, developing strategies to optimize grant administration process and overseeing the preparation of significant data reports to LSC and the State Bar each year.

The Director will also provide technical assistance and support to supervisors and staff across the organization, ensuring effective grant management practices. Additionally, the position 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 a senior leader, the Director of Program Grants Administration will model strong leadership competencies that contribute to the overall success of the organization.

In this role, you will report to the Chief Financial Officer. This position is exempt.

### **What You'll Do**

- Lead programmatic 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 programmatic grant reports to ensure timely and quality submission.
- Point person to submit programmatic grant reports for NLSLA's general grants on a monthly, bi-monthly, quarterly, semi-annual, and annual basis as requested by funding agencies directly on their portals.
- 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 programmatic grant compliance, reporting, and audits.
- Work in collaboration with other departments, including helping the Development team with grant compliance as requested by the CFO.
- Setup and meet with all supervisors to discuss and address any programmatic concerns or requests they may on a monthly basis alongside the Director of Fiscal Grants Administration.
- Work hand in hand with the Director of Fiscal Grants Administration and CFO to setup best practices for global grants management and efficient processes.
- Support programmatic 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 programmatic 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 in collaboration with the Director of Fiscal Grants Administration.
- Provide programmatic grant compliance and reporting technical assistance and support to supervisors and staff.
- Provide programmatic 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.
- Support strategizing programmatic shifts to support spend-down plan.
- Review cases for programmatic compliance. Review and shift fund codes as needed to address programmatic compliance. 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 programmatic deliverables for grant proposals as needed.
- Coordinate with the Director of Development 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.
- In collaboration with the Director of Fiscal Grants Administration, 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 in collaboration with the Director of Fiscal Grants Administration.
- 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.

### **What You'll Need**

- Minimum of 5 years' of supervision experience.
- Minimum of 7 years' experience managing grants, including programmatic compliance, reporting, and audits/monitoring.
- 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.

### **Bonus Points If You**

- Understand NLSLA's overall strategic plan and objectives for grant funding.
- Have experience drafting and reviewing contracts, as well as interpreting public grantmaking agency policies and regulations for internal compliance needs.
- Have passion for NLSLA's mission and demonstrated commitment to serving low-income communities.
- Have experience with LegalServer or cloud-based case management system.

- Have demonstrated ability to leverage technology.
- Have experience working at a non-profit law firm or similar non-profit professional services organization.
- Have senior leadership team experience.
- Have relevant degree or certification in grants management.

### 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!

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### **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.

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### **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.