



## **Grant Writer**

### **Change Lives and Transform Communities – Join Our Development Team!**

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 175,000 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**

NLSLA seeks a highly skilled, strategic, and mission driven Grant Writer who will play a critical role in securing the resources necessary to sustain and grow our work servicing low-income communities across Los Angeles County. Under the direction of the Director of Development, the Grant Writer will lead efforts to identify, pursue, and secure public and private funding opportunities at the local, state and federal levels. This position is central to advancing NLSLA's mission by translating complex legal services work into compelling, competitive proposals that generate significant revenue in support of free civil legal services for vulnerable individuals and families.

The ideal candidate is an exceptional writer and strategic thinker who brings demonstrated success in government grant prospecting and proposal development, with the ability to manage multiple funding streams, deadlines and priorities in a fast-paced, high impact environment.

As a key member of NLSLA's Development team, the Grant Writer will build deep expertise in grant research, public funding systems and requirements, working closely with program leadership, finance and executive staff to align funding opportunities with organizational priorities and compliance obligations. While the primary focus is on government funding, the Grant Writer will also support targeted, program-specific proposals to private foundations as part of NLSLA's broader fundraising strategy to increase unrestricted support.

This is an opportunity for a results-oriented professional who is motivated by impact, thrives on collaboration and is committed to advancing equity and access to justice through high-quality, mission-driven work.

In this role, you would report to the Director of Development. This position is exempt.

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

- 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.
- Utilize and know how to navigate platforms, which identify possible funding opportunities.
- Partner with advocates to learn about programs and emerging needs and be able to translate into a strong written narrative with case story examples.
- Write and submit letters of inquiry, concept papers, and grant proposals to federal, state, county, and city government agencies to support NLSLA's legal advocacy priorities.
- Create and utilize database systems to track grant applications and progress.
- Work with NLSLA Development and Fiscal Staff to develop materials and budgets for proposals.
- This position is designated as hybrid. Employees are required to work on-site a minimum of four (4) days per week, with the remaining time eligible for remote work as business needs allow. Specific in-office days may be set by the department or manager to support team collaboration and organizational priorities.
- Travel to NLSLA program offices, courthouses, and other locations throughout Los Angeles County may be required.

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

- Bachelor's degree in Public Policy, Political Science, English, or related field, or comparable work experience.
- Minimum of three (3) years' experience in grant writing with a demonstrated track record of securing public local, state and/or federal funding, and managing the full lifecycle of government grants, including prospecting, proposal development, and submission.

- Exceptional research, writing, editing and storytelling skills, with the ability to translate complex legal, policy, and programmatic information into clear, persuasive and fundable proposals.
- Demonstrated ability to manage multiple deadlines and competing priorities with precision, organization, and accountability in a fast-paced environment.
- Experience leveraging AI tools to enhance grant research, drafting, and editing processes.
- Familiarity with grant research using other fundraising sourcing resources.
- Excellent written and verbal communication skills.
- Strong analytical skills, including the ability to interpret data, outcomes, and program metrics to strengthen proposals and reports.
- Fluency in written and spoken English.
- Self-directed with the ability to work both independently and collaboratively.
- Strong interpersonal skills and the ability to work well within a team.
- High degree of professionalism, discretion and sound judgment, particularly in handling sensitive and confidential information.
- Working knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.
- Passion for NLSLA mission and demonstrated commitment to advocating for the legal rights of low-income individuals.

### **Bonus Points**

- Certification in grant writing, proposal development, and/or fundraising preferred.

### **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:** \$71,000–\$89,000, based on experience.
- **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. Note: Qualified employees with bilingual proficiency are expected to provide in-language assistance when feasible to support language access and in furtherance of NLSLA's mission. This expectation applies whether or not the employee receives the bilingual supplement.
- **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.