LEGAL AID SOCIETY OF GREATER CINCINNATI

GRANTS MANAGER

Legal Aid Society of Greater Cincinnati is actively seeking a Grants Manager to join our Development Team. This is an in-person position based in our downtown Cincinnati office.

Legal Aid is Southwest Ohio's largest non-profit law firm. Our mission is to reduce poverty and ensure family stability through effective legal assistance. Our attorneys represent individual clients in preventing evictions and foreclosures, addressing domestic violence and divorce, fixing unsafe and unhealthy living conditions, obtaining Medicaid and other health and income benefits, overcoming barriers to employment, or resolving school problems. Legal Aid has multiple government and philanthropic funding sources.

Visit our website: lascinti.org

POSITION DESCRIPTION

The Grants Manager has responsibility for tracking philanthropic and government grants, drafting grant narratives, monitoring deadlines and coordinating with program managers and the finance staff.

QUALIFICATIONS

- Bachelor's degree in communications, liberal arts, or related field; advanced degree preferred.
- At least three years of successful grant writing and grant management experience.
- Experience building and stewarding relationships with foundation, corporate, and/or government funders.
- Ability to interpret funder guidelines, regulations, and financial information and communicate requirements clearly.
- Exceptional attention to detail, effective project management skills, ability to work in a fast-paced environment, and manage multiple priorities
- Strong persuasive and technical writing, editing, research, and storytelling skills, with the ability to tailor information for varied audiences.
- Knowledge of outcome measurement, evaluation planning, and impact reporting.
- Proficiency in Microsoft applications.
- Experience with Donor Perfect or comparable donor management systems.

COMPENSATION AND BENEFITS

This is an exempt position with a salary of $65,000+, depending on experience. Legal Aid Society offers an attractive benefits package including health, dental, and vision insurance, employer-funded pension contribution, 401K, generous PTO, and paid holidays.

APPLICATION INSTRUCTIONS

Applicants should submit all items listed below via Legal Aid's ADP platform: http://bitly.info/job

1. Cover letter explaining the reasons for your interest,
2. Current resume, and
3. Contact information for three professional references.

Interviews will be arranged by Legal Aid Society. Please do not call.

The Legal Aid Society is an Equal Opportunity Employer.
We encourage all qualified applicants to apply. Legal Aid offers reasonable accommodations

in the hiring and employment process. If you need assistance, you may request an accommodation by emailing staffing@lascinti.org.