



## GRANTS & CONTRACTS SPECIALIST

Land of Lincoln Legal Aid seeks a Grants & Contracts Specialist for its Administrative Office. This is a new position. Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to providing justice for those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve.

Land of Lincoln seeks a proactive individual to serve as a Grants & Contracts Specialist. Land of Lincoln's budget is primarily grant-funded and exceeds \$17 million. The Specialist will work with our Grants Team to maintain our grants portfolio. A successful candidate will be an independent self-starter who can multitask and work in a team-oriented, deadline-driven environment.

### **Responsibilities include but are not limited to:**

- Write and submit grant proposals and funding applications
- Prepare progress reports and ensure compliance with grant and funder requirements
- Collaborate with finance and program staff to effectively implement grants, properly track programmatic and fiscal outcomes
- Develop and manage relationships with funders
- Assist with execution of the development and grants management plan, as well as strategy for resource development
- Other duties as assigned

### **Qualifications:**

- Bachelor's degree
- Previous experience writing and administering grants, experience with government grants preferred
- Strong interpersonal and organizational skills
- Excellent verbal, analytical, writing, and organizational skills
- Flexible, with strong attention to detail and ability to meet deadlines
- Highly motivated and demonstrably able to work independently as well as part of a team
- Strong commitment to justice for all

**Compensation:** \$50,000 - \$74,000 (depending on experience). Excellent insurance and retirement benefits; excellent leave benefits. Land of Lincoln is a 501(c)(3) non-profit and is an eligible employer for the public service loan forgiveness programs.

**Please send a cover letter and resume to:** Nicholette Dolin, Grants & Contracts Manager c/o [avivod@lincolnlegal.org](mailto:avivod@lincolnlegal.org)

*Land of Lincoln is an equal opportunity employer and encourages applications from people of color, persons with disabilities, women, LBGTQIA+ gender non-conforming individuals, and people with life experiences or educational backgrounds that add to our diversity and our capacity to provide high quality legal aid.*