LSNYC seeks a Grants & Contracts Specialist to handle reporting and data management duties related to the administration of grants and contracts.

About Us

LSNYC seeks a Grants & Contracts Specialist to handle reporting and data management duties related to the administration of grants and contracts. The Grants & Contracts Specialist ("G&C Specialist") will report to the Deputy Director, Grants & Contracts Management ("Deputy Director"). The G&C Specialist will handle reporting for foreclosure, immigration, and low wage worker contracts, and support the development of contract proposals and reports for citywide funding sources. The G&C Specialist will be located at the Central office but will work closely with the local offices on grants administration tasks.

Tasks and responsibilities include:

- Foreclosure Reporting: Support borough offices in meeting semi-monthly reporting requirements for foreclosure grants. Work with funding organization to improve reporting procedures and ensure that data is accurately reported. Immigration and Low Wage Worker Reporting: Prepare monthly and quarterly HRA Immigration/Low Wage Worker grant reports and participate in the preparation of RFP responses. Perform related data clean-up/compliance and benchmarking tasks.
- Office of Court Administration (OCA): Participate in the preparation of bi-annual OCA reports by soliciting narrative contributions and data from the boroughs and generating community education and training, pro se assistance, referral, group service and impact case statistics. Perform related data clean-up/compliance and benchmarking tasks. Participate in the preparation of OCA RFP responses.
- Interest on Lawyer Account (IOLA): Prepare quarterly IOLA statistical reports. Participate in the preparation of annual IOLA narrative and statistical reports by soliciting narrative contributions and data from the boroughs and generating community education and training, pro se assistance, referral, group service and impact case statistics. Perform related data clean-up/compliance and benchmarking tasks. Participate in the preparation of IOLA RFP responses.
- Other related duties as assigned by the Deputy Director and Director.

The G&C Specialist may be expected to travel to various borough offices, city agencies, and funder offices for grants and contracts administration-related duties.

We seek a candidate with good judgment as well as strong quantitative, writing and oral communication skills. In addition, the successful candidate must have good problem-solving skills and a demonstrated initiative and capacity to complete self-directed tasks and the skills to work with diverse teams. Finally, we seek someone who can both see the big picture and focus on the small details related to grants & contracts management.

Requirements:

- A minimum of 3 years of experience in grants and contracts management.
- Significant experience in report running, benchmarking, program reporting, and compliance monitoring;
- Significant experience with computerized case management systems, preferably LegalServer;
- Strong analytical and problem-solving skills;
- Strong oral and written communication/editing skills.
- Strong abilities in Windows, Microsoft Word and Excel;
- An ability to work collaboratively within a high paced multidisciplinary environment (borough legal managers and grant managers, directors of administration, supervising and staff attorneys, and intake staff, etc.) with many competing priorities;
- An ability to manage multiple priorities, work under tight deadlines and to exercise good judgment when supporting the borough offices' grant management and reporting needs;
- A strong attention to detail in all facets of the work; and
- The ability to work independently and under tight timeframes.

In addition, we seek a candidate with:

- A master's degree or comparable experience preferred but not required;
- Familiarity with NYC, NYS, and federal grants supporting the provision of general civil legal services as well as
targeted immigration, low wage worker, foreclosure, and disability civil legal services preferred;

- A commitment to social justice, interest and experience working with and supporting diverse, low-income communities;
- An interest in contributing to LSNYC’s mission by performing grants and contracts administration tasks

**How to Apply**

Interested individuals should email a resume, cover letter and writing sample to jobpostings@ls-nyc.org.

Please write “Grants and Contracts Specialist” in subject line.

Only candidates selected for interviews will be contacted. No telephone calls. LSNYC is an affirmative action, equal opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender individuals are welcome and encouraged to apply.