



SOUTHWEST VIRGINIA LEGAL AID SOCIETY, INC.

227 West Cherry Street ♦ Marion, VA 24354

Offices in Castlewood, Christiansburg & Marion



Seeking ONE Justice for ALL Virginians Since 1972

DIRECTOR OF GRANTS

JOB DESCRIPTION

Southwest Virginia Legal Aid Society (SVLAS) has an immediate opening for the Director of Grants Management. This position will work closely with the Director of Administration and the Executive Director to help in the implementation of SVLAS's fundraising efforts and will be responsible for all aspects of grants management and writing.

SVLAS was founded in 1972 and is Virginia's oldest rural legal aid organization. We provide free high quality civil legal services to low-income people in seventeen counties and four cities, a service area stretching from Montgomery County to Lee County. Our staff work from three Field Units located in Castlewood, Christiansburg, and Marion, as well as a Centralized Intake Unit. Our legal work, while broad in scope, focuses on providing comprehensive services to victims of domestic violence, debt relief, consumer protection, housing law, and income maintenance.

SVLAS has a budget of over \$4 million. Grant funding is received from governmental agencies on both the federal and state level, as well as from local foundations.

Job Responsibilities

The Director of Grants will serve on the administrative team of SVLAS, working closely with the Executive Director and Director of Administration. Specific duties include:

- Working closely with the executive director to develop a strategic fundraising plan.
- Assist with major donor fundraising efforts as needed, helping SVLAS strengthen and increase its donor base.
- Conduct prospecting for private foundations and government agencies to identify new grant opportunities that match SVLAS's organizational needs.
- Provide weekly updates to the Executive Director and Director of Administration related to all foundation and grant work, including upcoming deadlines, funding opportunities, and other relevant information.
- Monitor grant funded projects to ensure that all deliverables are met during the grant period. This work includes tracking deadlines and communicating those deadlines to staff members in a timely fashion.
- Write all government and foundation grant proposals and reports; or managing the writing of these reports, to ensure that submission is completed in a timely fashion. Coordinate the review and updating of the reports with relevant program staff.
- Learn SVLAS's case management system and share responsibility with SVLAS's Director of Administration for creating data and financial reports required by grant reports and applications.

- Update the case management system to collect new data when required by new grants.
- Coordinate with the Director of Administration to prepare the budgets and other financial documents for grant proposals and reports.
- Coordinate with the Director of Administration in implementing compliance with all funder regulations and ensuring that all grant requirements are met.
- Data collection to include the demographics of our client population, characteristics of service area, and service delivery statistics.
- Other duties as assigned.

Qualifications

- Bachelor's degree or equivalent work experience.
- Five or more years of grant writing and grant management experience.
- Five or more years of fundraising experience, including personal cultivation, solicitation, and special event planning.
- Ability to independently manage workload and know when to manage-up with work challenges.
- Superior organizational skills with high attention to detail and accuracy.
- Collaborative work style.
- A commitment to the mission of SVLAS.
- Experience in working with progressive nonprofit organizations.
- Excellent written and oral skills demonstrated with writing samples, such as grant applications and grant report narratives.
- Ability to write competitive grant application narratives or experience writing persuasive essays which will be demonstrated with writing samples.
- Experience with government and grant reporting.
- Familiarity with databases and a willingness to learn the SVLAS database.
- Ability to review financial documents that funds require for proposals and reports.
- High level of experience using Microsoft Office programs, such as Word, Excel, and Access.
- Analytical skills and the ability to engage in strategic thinking.
- Excellent computer skills including use of word processing and spreadsheet software.

Salary/Benefits

Salary: **\$60,000+ (DOE)**. SVLAS offers a generous package that includes medical and life insurance, liberal annual and personal leave, and a retirement savings program with an employer contribution. **EOE**.

To Apply: Please send resume and cover letter, including three references, by e-mail to: Joseph Carico, Executive Director at jcarico@svlas.org.