

# Grants Analyst- White Plains, NY

## Legal Services of the Hudson Valley

<http://www.lshv.org>

**Date Posted:** 5/12/2022

**Job Type:** Grants Analyst, White Plains, NY

**Schedule Type:** Full-Time

### About Us

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan Counties), LSHV is proud to have handled over 12,000 cases impacting nearly 27,500 household members including 10,000 children last year. LSHV is made up of ten offices, and a dedicated and highly skilled staff of attorneys, paralegals and administrative professionals.

Legal Services of the Hudson Valley is dedicated to building a highly skilled workforce that reflects the diverse communities we serve and where everyone feels empowered to bring their authentic selves to work. We are committed to racial justice and promoting equity for all, and we continuously review and strengthen our processes and practices to empower our staff, clients and the communities we serve. Respect is a cornerstone of relationships among our staff. Our affinity groups are self-directed and provide a space for members to support one another and their shared vision. We encourage applications from people of all identities.

### Position Description

Legal Services of the Hudson Valley has an immediate opening for a full-time Grants Analyst in its White Plains, NY office. Reporting to the Director of Grant Initiatives & Reporting, the Grants Analyst will assist with request for proposal (RFP), contracting, reporting, and compliance processes; data entry into funder systems; maintaining electronic records and detailed spreadsheets; site visits with funders; communication; and other duties as directed.

### Responsibilities

- Assist grant managers with RFP and contracting processes for all government and publicly funded grants, including but not limited to preparing work plans, obtaining budgets from the Finance Department, and ensuring timely and complete submission of RFP and contract paperwork to contractors.
- Complete data entry into funder systems and forms for grant reporting; run reports from LSHV's case management system; and prepare and ensure timely submission of program reports. Assist with funders' ad hoc requests and regularly assist the grants managers with other reporting. Assist in conducting research on the internet or through calls with staff.
- Maintain detailed spreadsheet utilized by Grants and Finance for managing contracts and vouchering, while adhering to the Grants Department's filing and naming system in order to facilitate quick research of files and folders, which is utilized by administration and management.
- Arrange and prepare for monitoring and site visits by funders/grantors and provide support in preparation for those visits, which may require travel to other LSHV offices
- Communicate with program and contract managers to obtain information and follow up on contracts and reporting. Schedule meetings. Attend informational phone calls by funders, as requested by grant managers.

### Qualifications

- Associate degree;
- Willingness and ability to travel throughout our service area, as needed;
- Excellent project management and organizational skills;
- Ability to maintain detailed and accurate records and files;
- Ability to write clearly and concisely;
- Ability to use Internet resources to research demographic and other areas of interest to LSHV;
- Excellent analytical ability;
- Excellent verbal communication skills, with ability to state the issue and propose suggested solutions;

- Ability to create and maintain timetable and schedules to ensure timely compliance with internal and external requirements;
- Ability to interact with personnel from funding agencies and employees of LSHV;
- Comfort with Microsoft Office programs and willingness to learn or increase knowledge of Excel reporting functions. Comfortable with and quick study at learning new technology, such as funder data systems;
- Ability to set and meet deadlines. Self-starter and able to work independently.

#### Other desirable attributes

- Comfort and intellectual interest in data, reviewing it and interpreting its messages;
- Interest in legal services and its practice areas;
- Ability to grasp purpose and goals governing smaller, detailed tasks;
- Ability to utilize the knowledge of purpose and goals to detect anomalies and errors;
- Comfort with bringing anomalies and errors to the attention of supervisors to avoid future errors;
- Ability to work under pressure to meet funder deadlines;
- Team mindset;
- Openness to correction and constructive feedback;
- Willingness to help when there is capacity.

**Salary:** Dependent on Experience, with excellent benefits. After a probationary period, this position may permit work from home.

Upon commencing employment at LSHV, candidates will be required to show proof of either being fully vaccinated against COVID-19, or produce, on a weekly basis, a negative COVID-19 test. Fully vaccinated is defined as two weeks after having completed a sequence of FDA approved COVID-19 vaccinations, followed by an FDA approved Covid-19 booster shot. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

**Please apply through this link and include cover letter, resume, writing sample and three references:**

#### [Grants Analyst- White Plains, NY, Legal Services of the Hudson Valley](#)

Legal Services of the Hudson Valley is a proud equal opportunity employer. People of all races, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply.