

Grants Manager- White Plains, NY

Legal Services of the Hudson Valley

<http://www.lshv.org>

Date Posted: 5/23/2022

Job Type: Manager, 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 Manager in charge of specific grants activities and assignments, which include preparation of all documents required to apply for and comply with such grants, managing relationships with grantors, contract execution, status updates and relaying details of contract compliance to funders and LSHV program supervisors, and ensuring that the organization complies with all requirements of grants on a timely basis. They will utilize reporting systems proprietary to their funders for program reporting, including but not limited to Grants Gateway for NYS funding. The Grants Manager will contribute to completing and submitting large funder applications, contracts and reporting. They may be assigned to manage the work of grant analysts to ensure timely and accurate submissions. This position reports to the Director of Grants Initiatives & Reporting.

Responsibilities

- Oversee and maintain detailed and easily searchable files, such as correspondence and reports, for each assigned grant.
- Coordinate and prepare documents for each assigned grant as required by the funder; direct other members of the organization in preparing portions as required.
- Submit required documentation to funders; track submissions and acknowledgments from funders.
- Manage approved grants documentation from funders. Ensure accuracy of submitted documents and arrange for proper approval and signatures, while maintaining accurate record of documents for organization and funder.
- Collaborate with Director of Grant Initiatives & Reporting, the Finance Department, and Program to develop work plans.
- Collaborate with Director of Grant Initiatives & Reporting and the Finance Department to submit approved and accurate contract documentation. Document reporting criteria for various grants. Liaise with Contract Managers to establish reporting requirements.
- Work with Director of Grant Initiatives & Reporting to produce reports to gauge staff productivity and capacity and/or outcome performance. Analyze results and bring deficiencies to the attention of the Director and administration to allow for proactive strategies.
- Propose changes to case management site administrator for more effective data collection that leads to compliant reporting.
- Interface with program supervisors to ensure awareness of specialized details constituting contract compliance.
- Serve as the responsible point of contact with funders regarding submissions and general questions. Coordinate, as needed, efforts with the Finance Department regarding due dates and timetables for submission of vouchers and reports.

- Create and provide internal reports as appropriate, providing and archiving report back-up. Analyze data to determine trends and for quality control.
- Assist the Director of Grant Initiatives & Reporting, Chief Operating Officer, and other departments as needed, including input into marketing and public relations related to event planning and media events.
- Coordinate interdepartmental preparation and take charge of running monitoring/site visits.

Qualifications

- Bachelor's degree.
- Prior experience in grants administration, preferred.
- Willingness and ability to travel, as needed.
- Excellent project management and organizational skills.
- Ability to maintain detailed and accurate records and files of multiple funds.
- Ability to write clearly, concisely, and persuasively.
- Ability to use Internet resources to research demographic and other areas of interest to the organization.
- Excellent analytical abilities. Ease in communicating potential errors or statistical anomalies to supervisor to jointly problem solve.
- Excellent verbal communication skills, with ability to state issue and propose suggested solutions. Comfortable interacting with all levels within the organization to ensure understanding of contract goals or to obtain needed information for reporting or applications, as well as interacting with personnel from funding agencies. Detect important issues and keep associates and superiors adequately informed.
- Ability to create and maintain timetable and schedules to ensure timely compliance with internal and external requirements.
- Proficiency with Microsoft Office programs and willingness to increase proficiency. Prior data base experience or excellent grasp of technology in order to learn new funder data systems.
- Ability to set and meet multiple deadlines; self-starter and able to work independently.
- Ability to work with a team perspective.

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 Manager, 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.