

JOB ANNOUNCEMENT

Position: Contracts and Grants Manager, Immigrants' Rights

Reports to: Managing Director, Immigrants' Rights

Bargaining Unit: Yes

FLSA: Exempt

Status: Full Time



Immigrants' Rights Legal Practice

Centro Legal's immigration legal practice includes comprehensive, full-service direct representation before USCIS and the immigration courts (EOIR), district court and federal court of appeals. Centro also participates in impact litigation efforts, legal rights education, and local and national advocacy. We specialize in detained and non-detained removal defense, the intersection of immigration and criminal law, affirmative asylum applications, and humanitarian visas.

Job Purpose

This position will be responsible for preparing and submitting invoices, reports and proposals in compliance with Immigrants' Rights funder requirements. The primary aim is to ensure quality, consistency and compliance with invoicing and reporting requirements. They will also provide assistance to the Immigrants' Rights Managing Director with respect to tracking of all project/program deliverables, data and provide support to the Managing Director in the pursuit of additional fundraising opportunities.

Position Summary & Responsibilities

- Maintain a portfolio of grants and contracts, including complex cost reimbursable grants;
- Ensure successful maintenance and growth of our grant portfolio by calendaring proposal and grant deadlines and coordinating with program staff to track grant goals, activities, outcomes and impact and draft grant proposals and reports;
- Coordinate the timely preparation and submission of Letters of Inquiry, grant proposals, agreements, reports and other documents requested by foundations and government funders;
- Work with staff and sub-grantees to facilitate interim and final reporting requirements, track communication history with foundations, and maintain contact information for foundation staff;
- Maintain the grants calendar, files and related grants database and deliverable spreadsheets;
- Monitor the priorities, guidelines and deadlines to ensure timely and accurate submissions;
- Send timely acknowledgements and maintain all institutional funder records;
- Work with finance team and Immigrants' Rights Program Director to prepare financial reports and budgets as needed;
- Under the supervision of the Managing Director, write and edit content for grant proposals, reports and other communications with institutional funders;
- Assist the Managing Director in the creation of grant proposals and written program materials;

- Acquire and analyze immigration related documents to contribute to advocacy and program development efforts;
- Create template Salesforce reports to customize subsets of data and information for reports;
- Compile supporting documentation and program information for proposals and reports as well as gathering internal and external data from partners;
- Generate Salesforce reports in the programs database to support efficient and timely reporting of grant and contract deliverables and to ensure quality and accuracy of case/data tracking;
- Schedule Salesforce training for all new immigration team hires and refresher trainings to existing staff to become acquainted with Salesforce protocols related to grants management;
- Assist the Immigrants' Rights Program Director with all program and projects related to the strategic development of institutional funding support to advance the mission of the Practice.

Qualifications

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of racial, social and economic justice. Below are additional qualifications:

- Bachelor's degree required in related field (Master's degree preferred);
- Minimum of three years of experience prospecting, submitting grant applications, invoicing, and managing a portfolio of grants, including government (federal, state and/or local) cost reimbursement grants or contracts;
- Commitment to serving low-income and under-served communities;
- Prior experience in non-profit development, marketing or communications a plus;
- Demonstrates the ability to be entrusted with sensitive information and conduct daily activities with the utmost professionalism and integrity;
- Excellent communication skills, both verbal and written;
- Superb organizational and time-management skills;
- Uncompromising attention to detail;
- Strong computer skills; proficient or advanced skills in Microsoft Suite, familiarity with database applications and the Internet;
- Ability to relate to and communicate with a broad range of colleagues and stakeholders;
- Experience in research, assessment and evaluation is preferred;
- Ability to work independently as well as within a team; and
- Some evening and weekend work may be required.

Compensation

Salary is competitive and commensurate with experience. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure at full pay.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include "**Contracts & Grants Manager, Immigrants' Rights**" in the subject line. Please email application materials directly to jobs@centrolegal.org.

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

Diversity Statement

Centro Legal's mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization's success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDs status, or any other basis prohibited by law. Centro also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.