

## **JOB ANNOUNCEMENT**

**Position:** Contracts and Grants Manager – Tenants Rights

**Reports to:** Director of Development

**Bargaining Unit:** Yes

**FLSA:** Exempt

**Status:** Full Time



### **Position Summary**

The Contracts and Grants Manager is responsible for the administration of the government contracts and foundation grants within the Tenants' Rights Practice. The Contracts and Grants Manager's primary responsibility is to ensure compliance with funder requirements as outlined in each grant agreement. The main duties of this position include the development of funding proposals, including reports, data tracking, processing and analysis, as well as coordinating with the Finance Department in regard to the invoicing process related to cost reimbursable grants. The Contracts and Grants Manager will prepare all contracts and grant reports and collaborate with respective collaborative partners and stakeholders. Additionally, they will assist the Tenants' Rights Directing Attorney with reporting on program-wide grants and will provide support in the pursuit of additional funding. They will coordinate and prepare invoices for cost reimbursable anti-displacement government contracts and foundation grants, including the coordination and facilitation of the sub-grantee invoicing process with the collaborative partners.

### **Responsibilities**

- Maintain a portfolio of grants and contracts, including state and local cost reimbursable grants, foundations and corporate grants
- Maintain and grow the grant portfolio for the program by calendaring proposals and grants deadlines, coordinating with the Development Director and Directing Attorney, and TR staff
- Follow-up on grant opportunities with various funders, coordinate grant goals, activities deadlines, and develop outcomes and impact, in tandem with the TR Program Analyst
- Prepare and coordinate the timely submission of grant proposals, agreements and reports, and other documents requested by the foundations and all government funders
- Partner with the Director of Finance and Development Director to set budgets and allocations ensuring compliance with grant contract budgets and invoicing requirements
- Monitor and ensure the appropriate quarterly spend down for both Centro's budget and for all sub-grantee's budgets on the anti-displacement collaborative contracts and agreements
- Support subgrantees with gathering the correct backup documentation prior to submitting documents to the Finance Department for invoicing/ billing to funders
- Work in partnership with the Finance department to gather required documentation for quarterly invoices
- Maintain knowledge of government contracts and foundation grants and respective budgets to assist in compliance with finance and administrative guidelines, deadlines, and audits

## **Qualifications**

The applicant must profoundly share Centro Legal's mission and vision of racial, economic and social justice. Qualifications include:

- A minimum of five years of experience managing cost reimbursable contracts, budgets and invoices and foundation grants, budgets and invoices
- Experience with resource development and successful preparation of grants and contracts
- Experience with accounting, including financial reporting and billing functions
- Understanding of generally accepted accounting principles
- Proven ability to meet deadlines in a fast-paced environment
- Excellent eye for detail while also maintaining the larger picture and context of the work
- Excellent people skills and the ability to interface with diverse, key stakeholders, community partners and government officials
- Excellent communication, analytical, writing and organizational skills
- Ability to be flexible and deal with changing priorities
- Strong leadership skills and ability to take initiative
- Commitment to maintain the highest level of integrity for the organization

## **Required Skills:**

- Proficiency in MS Excel and Word, G-Suite, and online databases
- Bachelor's Degree in related field
- Excellent skills in Word, Excel, Google applications, and online databases

## **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 **"TR Contracts and Grants Manager"** in the subject line. Please email application materials directly to [jobs@centrolegal.org](mailto:jobs@centrolegal.org).

**POSITION OPEN UNTIL FILLED**

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**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.