

JOB ANNOUNCEMENT

Position: Contracts and Grants Manager – Tenants Rights
Reports to: Director of Development and Communications
Bargaining Unit: Yes
FLSA: Exempt
Status: Full Time



Position Summary

Our Tenants' Rights Practice works to stop displacement and stabilize our communities through eviction defense, drop-in legal clinics and workshops, affirmative litigation, know-your rights presentations, administrative hearings before rent boards, and policy advocacy. Centro Legal de la Raza serves as fiscal lead and administrator for several collaborative, government-funded, anti-displacement grants. Each contract has four to six sub-grantee partner agencies whose invoices we assist in preparing and processing. Centro Legal is seeking a highly motivated and experienced grants manager with strong project management skills to maintain our portfolio of grants, allowing Centro to continue our work as a leader in advancing tenants' rights in the Bay Area.

Job Purpose

The Grants and Contracts Manager is responsible for the administration of grant contracts within the Tenants' Rights Practice. The Grants and Contract Manager's primary responsibility is to ensure compliance with funder requirements. The main duties of this position include the coordination and preparation of quarterly and annual data and narrative reports; data and deliverables tracking, processing and analysis; coordinating with the Finance Department to ensure timely and accurate invoicing of cost reimbursable grants; as well as assisting in coordination or program development. The grants and contracts manager will serve an integral role in coordination of collaborative anti-displacement grants. The Grants Manager is responsible for the completion and submission of grant proposals, as well as any post-award duties as determined by each contract. Additionally, they will assist the Tenants' Rights Program Directing Attorney with reporting on program-wide grants and will provide support in the pursuit of additional funding. The Grants Manager will directly report to the Director of Development and Communications and will be co-supervised by the Tenants' Rights Directing Attorney.

Responsibilities

- Maintain a portfolio of grants and contracts, including state and local cost reimbursable government grants and foundation grants.
- Maintain and grow the Tenants' Rights Practice grant portfolio by calendaring proposals and grants deadlines, coordinating with the Program Directing Attorney and program staff.
- Follow up on grant opportunities with various funders, coordinate grant goals, activities deadlines, outcomes and impact.
- Responsible for maintaining ongoing relationships with funders including email correspondence, attending funder meetings, strategic communications, and maintaining thorough knowledge of the funder landscape.

- Prepare and/or coordinate the timely submission of grant proposals, agreements, and reports. and other documents requested by funders.
- Partner with the Director of Finance and Tenants' Rights Directing Attorney 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 .
- Responsible for maintaining ongoing relationships with sub-grantee partners including email correspondence, coordinating quarterly partner meetings, and communicating reporting and invoicing deadlines.
- Serve as liaison between Centro's Finance Team and sub-grantees to aid in the timely preparation of invoices. Support subgrantees with gathering the correct backup documentation prior to submitting documents to the Finance Department for Invoicing (billing) to funders.
- Creating and refining reporting templates for use by Centro and sub-grantee partners.
- Maintain knowledge of all Tenants' Rights grant contracts and budgets to assist in compliance with finance and administrative guidelines, deadlines, and audits.
- Continued learning about the Bay Area housing landscape.

Qualifications

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

- Demonstrated ability to work cooperatively on projects with lawyers, other staff members across organization, and diverse community organizations, stakeholders and policymakers;
- General knowledge about the housing crisis in Alameda County and a desire to be part of the solution;
- Demonstrated commitment to serving low-income communities, Black communities, and communities of color;
- Enthusiasm for maintaining key relationships with partners and funders;
- Experience with cost reimbursable grant contract budgets and/or invoicing;
- Proven ability to meet deadlines;
- Excellent eye for detail while also maintaining the larger picture and context of the work;
- Excellent communication, analytical, and organizational skills;
- Ability to be flexible and deal with changing priorities;
- Strong leadership skills and ability to take initiative; and
- Commitment to maintain the highest level of integrity for the organization.

Required Skills:

- Proficiency in MS Excel and Word, G-Suite, and online databases.
- AA or Bachelor's Degree preferred, but applicants with equivalent experience will be considered.

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.

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.