



Founded 1965

Center for Arkansas Legal Services

Equal Justice for All

Job Title:	GRANTS MANAGER
Reports to:	Director of Administration
Department/Location:	Administration/Little Rock, Arkansas
Position Type:	Full Time
Status:	Exempt
Salary:	\$55,000-\$65,000 DOE

The Center for Arkansas Legal Services (CALs) is a nonprofit law firm founded in 1965 that provides free civil legal services to low-income Arkansans. Headquartered in Little Rock, CALs serves 44 counties out of seven offices with 55 staff members. CALs' budget is \$5.5 million with significant funding from federal and state grants.

Position Summary: The Grants Manager, under the supervision of the Director of Administration (DOA), has lead responsibility for CALs grant compliance and contract funding, including managing existing grants and assisting in seeking new sources of funding. We are seeking a team player with relevant experience, initiative, and a passion for justice, fairness, and equal opportunity under the law.

Duties and Responsibilities:

1. Work with the DOA, Legal Director, and others on the Executive Team to develop and implement a grant and contract-seeking plan for CALs.
2. Develop and manage a tracking system for fiscal and programmatic compliance with all government and private funding grants and contracts.
3. Assist with research, preparation and submission of proposals, budgets, and reports in accordance with RFPs and requirements of public and private funding sources.
4. Exercise discretion and independent judgment in evaluating grant fundraising opportunities and making recommendations to the DOA.



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5. Prepare monthly grant activity reports on results achieved versus programmatic and/or financial budgets and forecast activities needed to ensure grant compliance. Report to be presented and reviewed with the DOA.
6. Work with the DOA, Legal Director, and other staff to ensure that reporting, invoicing, budget development, and staff time are properly allocated to specific projects.
7. Participate in project development by working with the management team and program staff to identify priority service areas, designing project delivery, and staffing plans, working with finance department to develop project budgets, designing project evaluations, and determining record keeping requirements.
8. Assist the DOA to prepare for annual audit by outside firm(s).
9. Manage compliance aspects of grants.
10. Maintain grant master files.
11. Prepare for grant monitoring visits/inspections.
12. Work with the DOA and finance team to process grant invoices and financial and performance reports.
13. Review journal and payroll entries for reconciliation.

Qualifications:

- A bachelor's degree and minimum two years professional experience in government and private grants and contract compliance and management. Solid competency with federal grant compliance is essential.
- Grant research and writing experience.
- A demonstrable commitment to understanding and addressing issues of low-income constituents.



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- Exceptional writing skills.
- Detail oriented with strong organizational skills.
- Excellent technology skills, including word-processing, spreadsheets, and grant portals.
- Experience with Legal Server or other case management systems; SharePoint, Instrumentl.com and Neon One is a plus.
- Grant management software skills.
- Must be able to attend meetings and/or other functions at various locations throughout service area. Occasional out of area travel and overnight stays may be required.
- Ability to work as a team player.

Competitive salary based on qualifications and experience. Benefits include health and dental insurance, 403(b) and cafeteria plan. Applicants must submit a completed CALS application, resume, cover letter, and three job references to jobs@arkansaslegalservices.org. Job application is available at our website: <https://www.arkansaslegal.org/careers>.

CALS is an Equal Opportunity Employer. People of all races, ethnicities, genders, sexual orientations, ages, and ability are encouraged to apply.