



Grants Assistant

The Lawyers' Committee for Civil Rights Under Law is one of the leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers' Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar's leadership and resources in combating racial discrimination and the resulting inequality of opportunity—work that continues to be vital today.

The Lawyers' Committee seeks an enthusiastic Grants Assistant to join our growing team. Reporting to the Director of Development, the Grants Assistant will assist the Foundation Relations Officer and Director of Development with all grants management systems and processes, from pre-award preparation and proposal submission to tracking grant execution and post-award processing and reporting.

Specific Duties and Responsibilities:

- Assist with first drafts and review of letters of interest, concept notes, and grant proposals;
- Assist with reviewing budgets for accuracy and ensuring that guidelines have been met on all proposal submissions;
- Provide basic administrative oversight for active grants;
- Working under the direction of the Director of Development and the Foundation Relations Officer, ensure compliance with grant terms;
- Work closely with Foundation Relations Officer to determine workload priorities and deadlines;
- Initiate written and verbal communication with organizers and attorneys;
- Coordinate interdepartmental meetings for grant-related initiatives, including liaising with the Projects of the Lawyers' Committee;
- Collaborate with the Development Assistant on donor database administration; and
- Perform additional related duties as required or assigned.

Minimum Requirements and Competencies:

- Bachelor's Degree or equivalent combination of education, training and experience from which comparable skills can be acquired;
- Excellent math, analytical and customer service skills;
- Familiarity with Microsoft Office Suite, particularly Excel, and Raiser's Edge or comparable CRM;

- Ability to work on multiple tasks simultaneously and effectively prioritize workload;
- Comfort working as part of a team and working under deadline pressures;
- A strong customer service orientation and attention to detail are critical to this position;
- Experience working in the racial justice space strongly preferred;
- Comfortable working in a diverse environment; and
- Demonstrated commitment to the mission and goals of the Lawyers' Committee.

To Apply: Please submit a cover letter and resume to <https://podio.com/webforms/23980461/1738874>. No calls will be accepted. The position will remain open until filled and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and/or Dependent Care) and Commuter Benefits; 11 paid Holidays and Vacation/Sick days.

The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

We strongly encourage candidates of color and candidates from underrepresented communities to apply.

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line "Applicant Accommodation" to kcoates@lawyerscommittee.org.