

Legal Foundation of Washington

Grants Coordinator Position Announcement

The Legal Foundation of Washington (LFW) envisions a society where poverty or race is not an impediment to justice. We remove barriers to the justice system by funding programs that provide high quality civil legal services to people who experience poverty in Washington State.

Since our creation in 1984, LFW has invested over \$200 million in our state's legal aid system. LFW is an independent nonprofit organization led by a nine-member board of trustees who oversee multiple revenue sources that total over \$10 million annually.

LFW seeks a Grants Coordinator to support the administration of our \$10 million portfolio of grants and grant support services to civil legal aid nonprofits organizations across Washington State. We seek someone passionate about our mission and dedicated to accessible, equitable and effective grantmaking.

Who We Are

LFW is a proud supporter of the Alliance for Equal Justice, a network of Washington State organizations that collaborate to coordinate strategy and the delivery of civil legal aid to people and communities that experience poverty and injustice. We are committed to identifying and dismantling all barriers that deny justice and perpetuate poverty and racial inequities.

The LFW board and staff team values communication, collaboration, and a shared commitment to our mission. We are careful stewards of resources, and we approach our work and discharge our decision-making responsibilities with an ethos of humility and respect.

LFW is committed to becoming an anti-racist organization. We know that creating fair access to civil justice requires undoing systemic racial oppression and reflect racial justice and inclusion in all of our grantmaking. We are committed to long-term systemic change and commit more than half of our funding to impact litigation and policy reform that advance rights for people living in poverty. Internally, we pursue a regular course of learning and education to change and update our thinking and practices in ways that reflect the values of anti-racism.

The Role of the Grants Coordinator

The Grants Coordinator responsibilities include:

- Working with applicants and grantees through the entirety of the grants cycle, including application support, progress monitoring and reporting
- Preparing reports about grantee performance for staff, board members and other stakeholders

- Helping identify needs and providing technical assistance to grantees to operate effectively
- Working closely with grantees and LFW's finance team to ensure timely grant payments
- Participating in the development, implementation and optimization of grants administration systems
- Managing a suite of technical support functions provided to LFW grantees

Qualifications and Desirable Characteristics

Qualified applicants will have a minimum of three to five years' experience in nonprofit or administrative settings. Education can be substituted for professional experience. Lived or other demonstrated meaningful experience with low-income communities is valued on our team.

The preferred candidate will have a commitment to continuous learning and openness to new ideas. Excellent written and verbal communication with a broad range of individuals, communities and organizations is essential. The position requires an aptitude for managing complex information and paying close attention to detail while keeping the larger context in mind. Strong working knowledge of Microsoft Office products, Foundant Grant Lifecycle Manager or other grants management database is desirable as well as experience with grants accounting and/or fiscal monitoring. Training will be provided as needed.

This position is based in Seattle, WA. Currently all LFW employees are work-from-home due to COVID-19 health and safety guidance but the expectation is that this position will return to being based at the LFW offices as soon as circumstances permit. Occasional in-state travel may be required.

Compensation and Benefits

This is a full time position that pays \$57,000 annually. LFW offers a generous benefits package including medical, dental, vision, disability insurance and flexible spending account for health and child care expenses, a retirement plan; three weeks of vacation to start + holidays and paid sick leave; a fully subsidized ORCA pass; ongoing training opportunities; and the opportunity to work with a collegial and dynamic team.

LFW is committed to a policy of equal opportunity and supports an environment free of barriers and bias. People of color, people with disabilities, members of the LGBTQ community, and other individuals with diverse backgrounds are encouraged to apply.

This position is open until filled. We will begin reviewing applications on February 21. Please send your resume and cover letter to Kristin Parker (kristin@legalfoundation.org).