

## **Grants Manager**

Job Title: Grants Assistant  
Department: Resource Development  
Reports To: Grants Director  
Status: Full-Time (40 hours per week)

**Position Purpose:** The Latin American Association (LAA) seeks a talented grant assistant and fundraising professional for the position of Grants Assistant who will be assisting on the day-to-day grant operations, systems and workflow management of the LAA's grant making. The ideal candidate will engage in the early stages of planning for each grant cycle. S/he will be assisting with grant reporting as well as grant data management from application to grant close out, and will support program and senior leadership data requests on a routine basis. The grants assistant is expected to collaborate with program team members, whenever beneficial, to ensure the grant management practices are consistent, equitable and focused on maximizing the grant program's impact and effectiveness for both the LAA staff and grantees. S/he is solution-oriented and a self-starter who is inspired by the mission of the organization and the opportunity to work in an open, collaborative culture.

### **Duties and Responsibilities:**

- Assists with all reporting requirements related to held grants. This includes programmatic and financial reporting as well as monthly, quarterly, and annual reporting.
- Ensures a transparent process for the entire grant life cycle, from request to close. This entails pre-award management (research, identifying prospects, proposals), tracking payments, reviewing or producing relevant reports, monitoring and post-award management
- Maintains accurate and current data in grants management, including contact updates, weekly activities/site visits, and grant cycle information; Sets up and monitor grant payments and reporting schedule
- Reviews grant proposals for local, state and federal government grants, foundation, corporate and United Way grants as well as others as assigned
- Fields questions from organizations regarding the grant process; respond as appropriate or refer to grants manager
- Provides grants support to grants manager and program staff regarding grants administration process, compliance, and data analysis
- Maintains annual grants management calendar. Schedules and tracks relevant deadlines
- Maintains relevant electronic and paper records. Conducts periodic audits to ensure quality and completeness of data entered
- Represents the LAA professionally by attending foundation, community, and grantee events as appropriate
- Participates in ongoing professional development opportunities as appropriate
- Contributes to and manages special projects, as requested

**Qualifications:**

- Bachelor's degree
- Excellent presentation, written and oral communication skills
- Excellent research, analytical, and organizational skills
- Strong ability to plan and manage processes with high attention to detail
- Effective collaborator with the ability to work both independently and as part of a team
- Experience developing grant reports is preferred
- High degree of proficiency in Microsoft Word, Excel and PowerPoint

**Compensation:** Salary commensurate with experience and background.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**To apply:**

Please submit cover letter, resume, and writing sample to [wgillis@thelaa.org](mailto:wgillis@thelaa.org).

**About the Latin American Association**

Founded in 1972, the Latin American Association (LAA) is the longest serving and largest provider of social and immigration legal services in Atlanta's Latino community. Our services and programs impact more than 40,000 individuals each year. For more about the LAA at [www.thelaa.org](http://www.thelaa.org).

**Mission:** To empower Latinos to adapt, integrate, and thrive

**Vision:** Opportunity for All

