

NEW HAMPSHIRE LEGAL ASSISTANCE

Job Announcement

DIRECTOR OF GRANTS DEVELOPMENT & ADMINISTRATION

Application Due Date: 5 PM on Monday, January 9, 2023

Position Summary

New Hampshire Legal Assistance (NHLA) seeks a Director of Grants Development & Administration. The Director may choose to work in NHLA's Concord, Manchester, Claremont, or Berlin office, with the opportunity for routine remote work.

The Director will work closely with NHLA's Executive Director, finance team, and program area leaders to cultivate public and private grant support for NHLA's mission and to oversee grant administration.

NHLA has a remote work policy, and as noted above, will consider a mix of remote and on-site work for this position. The Director will be provided with the necessary equipment to work remotely. Some travel throughout New Hampshire is a requirement of the position. Occasional travel out of state, for example to national conferences, is anticipated. Travel reimbursement including mileage is provided.

NHLA is an Equal Opportunity Employer. We are committed to building a diverse staff that reflects the communities of low-income and older (age 60 plus) people NHLA works alongside, and we value equity and inclusion in our workplace. NHLA actively seeks applications from Black people, Indigenous people, people of color, people of diverse national origin, the LGBTQ community, people with disabilities, older adults, veterans, people who have lived experience with poverty, and other people belonging to communities that have historically experienced injustice.

Duties:

- Working with the Executive Director and program area leaders, gain understanding of NHLA's mission, vision, strategic plan, and program areas (such as housing, public benefits, and domestic violence)
- Conduct prospecting of government agencies, private foundations, and other potential funders to identify new grant opportunities that would further NHLA's mission and organizational needs, including attendance at funder events in person and online
- Build and maintain relationships with current and potential funders
- Draft and submit grant applications, including collaboration with finance staff and program area leaders
- Onboard new grants, including collaboration with finance staff and program area leaders
- Monitor grant-funded projects to ensure that all deliverables are met
- Draft and submit grant reports, including collaboration with finance staff and program area leaders
- Use LegalServer, NHLA's cloud-based case management system, to facilitate data collection and analysis, for grant applications and reports
- Maintain a grant application and reporting calendar and communicate deadlines to finance staff and program area leaders

Qualifications and Competencies:

- Bachelor's degree or at least four years in a director-level grants-related position
- Excellent written and oral communication skills
- Proven ability to prioritize multiple projects, plan work effectively, and manage deadlines
- Proven ability to work collaboratively
- Superior organizational skills and attention to detail
- Up-to-date technology skills, including proficiency with Microsoft Office (especially Excel) and Adobe
- Enthusiasm about NHLA's mission
- Previous experience in a grants-related position, including government and private funder work, preferred; federal government grants experience is especially preferred
- Previous database experience a plus

Position Salary/Benefits:

This is a full-time position. Full-time is defined as 37.5 hours per week. This position is considered exempt for the purpose of federal wage/hour law.

The anticipated salary for the position is \$75,000. The position is eligible for the NHLA employee benefits package including medical/dental insurance, retirement plan, and generous paid time off.

How to Apply:

The application due date is 5 PM on Monday, January 9, 2023. By that date, please send your resume with a cover email summarizing your interest in the position and your qualifications to: officemanager@nhla.org. A separate cover letter is not required in addition to the cover email. We may not review applications that do not include a cover email.

In your cover email, please feel welcome to tell us anything that will help us communicate respectfully with you, including your pronouns, the pronunciation of your name, any communication access needs or reasonable accommodations requested during the hiring process, or any other relevant information. For more details about the hiring process, please see the next page.

About New Hampshire Legal Assistance:

NHLA is a statewide nonprofit law firm that helps low-income and older individuals and families with civil legal problems that impact their basic needs, such as housing, economic security, and safety from violence. As a civil legal aid provider, we represent clients in all of New Hampshire's state and federal courts, as well as before administrative agencies. We advocate for low-income and older people in the New Hampshire Legislature and offer training and education to our client communities as well as fellow service providers. NHLA is a cornerstone New Hampshire nonprofit; we marked our 50th anniversary in 2021.

NHLA'S HIRING PROCESS

NHLA will appoint a Hiring Committee including 2-4 NHLA staff members and the NHLA Human Resources Manager. NHLA occasionally asks people who are not NHLA staff members to serve on a Hiring Committee.

All applications received by the application due date noted in the position announcement will be considered. If you have not heard from NHLA to schedule an interview within 10 days of the application due date, your application is no longer being considered. We do not notify candidates who were not selected for interviews due to the volume of applications we typically receive.

The Hiring Committee will conduct first interviews with several candidates. First interviews are 45 minutes in duration and typically scheduled between 9 AM and 5 PM on weekdays. We can accommodate other scheduling preferences if necessary. Candidates selected for first interviews will receive a list of the interview questions at least 24 hours in advance. No other questions will be asked at the interview, but it is possible that not all questions will be asked if we run out of time. We will leave at least 10 minutes for candidate questions at the conclusion of the interview. For candidates who speak a language other than English, a portion of the interview may be conducted in that language, with interpretation provided for other participants as needed.

The Hiring Committee will recommend no more than 2 finalist candidates to the Executive Director for second interviews. Second interviews are 30 minutes or shorter in duration and typically scheduled between 9 AM and 5 PM on weekdays. We can accommodate other scheduling preferences if necessary. The Executive Director may conduct the second interview alone or with 1 other NHLA staff member, who may be a member of the Hiring Committee. Questions are not provided in advance for second interviews. We will leave at least 10 minutes for candidate questions.

After the second interview, we will ask a single candidate to provide 3 references and a brief writing sample of no more than 10 pages. We will contact the 3 references as quickly as possible, asking all references the same questions. Candidates with disabilities who wish to request reasonable accommodations should they be offered the position are invited to request them, in writing, at this stage of the process.

Based on information gathered in the entire hiring process, we will make an offer to a single candidate with salary and benefits information. The offer is contingent on completion of a criminal record background check. Not all criminal records are disqualifying.

Once a candidate has accepted the position, we will notify all candidates who had a first interview (or a first and second interview) that they have not been selected.

Please note that NHLA does not expect to receive thank you notes from candidates selected for first or second interviews and does not place any weight in the hiring process on receiving (or not receiving) thank you notes.