



## **Job Posting**

### **Director of Grants & Research**

#### **The Organization**

The North Lawndale Employment Network's mission is to improve the earnings potential of people in North Lawndale and surrounding communities through innovative employment initiatives that lead to economic advancement and an improved quality of life.

For two decades, North Lawndale Employment Network (NLEN) has served residents of Chicago's North Lawndale and nearby West Side communities, delivering employment services to those with significant barriers. Since our founding in 1999, NLEN has established a network of caring staff offering job training and job skills certifications that open doors to family-sustaining wages; and help soften the stigma of having a criminal record or of being poor, and provide pathways to jobs and prosperity.

#### **The Opportunity**

The Director of Grants and Research works closely with NLEN's Chief Development Officer, Director of Evaluation & Innovation, and consultant grant writer to guide the organization to long-term financial sustainability. The Director of Grants and Research is responsible for the full range of grant development activities for the organization. These activities include grant writing and reporting with public agencies, private foundations and corporations. Specifically, this individual is responsible for researching and writing proposals and for submitting timely and accurate reports for all existing grant funded services. Additionally, the Director of Grants and Research is responsible for maintaining the donor database and assist with other fundraising activities such as our annual benefit, capital campaign efforts, and year-end campaign. You will...

- Direct and manage grant process from prospect research, to application compilation and submission, to award review, signature, and tracking
- Lead a strategic approach aimed at securing financial support from new and existing institutional foundations, family foundations, corporations, public/governmental grantors, and other grant resources
- Evaluate all potential grant opportunities and determine whether the agency should apply based on evaluation of financial alignment, strategic alignment, implementation needs/requirements, and application complexity/requirements
- Serve as agency's lead grant writer and provide management leadership to the grant-writing process including, forming grant-writing teams, setting deadlines, assigning tasks, overseeing process, final review, and timely submission of all agency grant applications and follow up
- Prepare letters of inquiry, proposals, grant applications and funder reports, ensuring that all data is completed accurately and on time
- In collaboration with the Director of Innovation and Evaluation, assist in tracking and reporting for grant awards, submittals and projects that maximize the impact of a potential grant or contract
- Maintain knowledge of agency funding gaps and prioritize program funding needs
- Maintain an annual grant cycle calendar to identify and track state, federal, and foundations grant openings to ensure that complete, professional grant applications are submitted in a timely manner

- Maintain comprehensive data files on all foundations/grantors including, relationship contacts, funding requests, secured funding, reporting requirements, etc.

## **Who You Are**

- You hold a BA/BS degree in liberal arts and sciences field plus a minimum of 5 years of related grant management and writing experience with public and private (federal, state, and foundations) grant proposals and applications
- You have a proven track record of success in securing gifts from foundations and corporations
- You are an excellent self-management and organizational skills motivated by outcomes and goals
- You have proven leadership and management experience delegating and creating clarity for team members and direct reports
- You are a strategic thinker who has the ability to build consensus across a diverse organization
- You are a highly organized, attentive to detail, goal-oriented, and capable of multi-tasking
- You have experience with Salesforce or other donor management; and experience with MailChimp or other email marketing software preferred
- You have demonstrated success in information management and project management
- You have budget planning and financial management experience

## **Why You Should Apply**

- Opportunity to be a part of an organization with demonstrated leadership within the community
- To boast that your work helped shape the future of our clients by helping to increase their livelihoods and quality of life
- To enjoy the competitive benefits we offer to include:
  - ✓ Group health, dental, and vision insurance
  - ✓ Compensation dependent upon experience and qualifications
  - ✓ 401(k) plan
  - ✓ 11 Paid holidays
  - ✓ Professional Development

## **Salary**

\$75k

*To apply, please forward your resumé and cover letter to [info@nlen.org](mailto:info@nlen.org).*