

JOB ANNOUNCEMENT

RELEASE DATE: **March 10, 2015**

POSITION: **Director, Public Grant Programs**

The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice. Equal Justice Works is a recognized leader in the public interest law movement. Please go to www.equaljusticeworks.org to learn more about Equal Justice Works.

**GENERAL JOB
DESCRIPTION:**

The Director will oversee and expand our federally funded AmeriCorps programs and help Equal Justice Works explore and develop new federally funded initiatives. The Director must represent the organization at the most senior levels with peer organizations, the U.S. Government and foundations. The ideal candidate will be a strong team player with a proven track record of leading and effectively managing a high-performing team, an acute understanding of the federal grant process and a strong working knowledge of government relations and advocacy. The Director is a vital part of the senior leadership team sharing responsibility for development and execution of enterprise-wide strategic plans and reports to the Chief Operating Officer.

The Director will:

- Have overall accountability and management responsibility for the work performed by the 7 – 10 professional and support staff of the grant programs unit in managing \$5 - \$10 million budgets.
- Ensure the successful implementation of AmeriCorps programs, the U.S. Department of Justice supported program, and other on-going federally funded initiatives. Provide regulatory and legislative analysis and develop procedures and policy guidance to ensure compliance with changing Federal grant specifications and support services to host sites, fellows and funders while guiding the process of developing and managing grants.

- Responsible for the annual review of programs by establishing performance measures and conducting periodic assessments of progress towards established goals.
- Identify budgetary needs, priorities and the expenditure of both program and general operating funds for all program execution
- Work closely with executive leadership to explore, recommend, create and pursue new external funding from public and private sources, projects, strategic partnerships and cooperative agreements in support of Equal Justice Works' overall strategic plan.
- Demonstrate the ability to work with partner organizations and collaborate effectively with other programs within an organization.
- Responsible for the accurate and persuasive presentation of Equal Justice Works programs and grant requirements through participation in issue-specific and legal aid panels; Develop and deliver effective presentations at trainings, conferences, events, and symposia.

Required Qualifications

- At least five years of supervisory management experience (direct and oversee programs and staff; identify and acquire funding sources and set program policies, objectives and allocation of resources).
- JD with a minimum of three years of experience working as a practicing lawyer in a non-profit organization, General Counsel's office, law firm, or governmental agency.
- Expertise and demonstrated track record of successful development, cultivation and implementation of government-funded programs and compliance.
- Knowledge and experience with budgeting processes; Experience with program evaluation, training, and leadership development.
- Expertise in raising program funding from various sources, including the U.S. Government, international organizations, and foundations.

- Experience designing, implementing, and leading advocacy and issue specific campaigns.

Preferred Skills

- Experience with AmeriCorps or other federally funded program preferred.
- Experience as a senior Congressional staff member or senior-level work experience in a government agency preferred.
- Experience as a public defender preferred or deep knowledge of the legal aid community.

SALARY AND BENEFITS:

Salary for the Director, Grant Programs is commensurate with experience. Equal Justice Works offers a comprehensive and generous benefits package. Travel is required. Please send your completed application which should include a letter of interest, CV/resume and a minimum of five references from a combination of direct supervisors and direct reports in response to the requirements of the position. Applications should be submitted to the attention of Jeanne Van Vlandren, Chief Operating Officer via-email at director@equaljusticeworks.org. No phone calls will be accepted.