



Grants Manager

Nevada Legal Services (NLS) strengthens communities across Nevada by ensuring fairness and providing equal access to justice. We are a non-profit legal aid organization providing free legal services to low-income people in every county in Nevada. Our primary source of funding is through a grant from the federal Legal Services Corporation.

As a Grant Manager you will be responsible for the administration of awarded grants, grant compliance and grant reporting.

What You'll Do

- Collaborate with finance and program departments to develop accurate budgets for each grant application.
- Monitor and coordinate the administration of awarded grants to ensure compliance with all funder requirements and regulations.
- Maintain a comprehensive calendar to track reporting schedules and award balances.
- Serve as a liaison between internal departments to gather data and information necessary for grant reports.
- Prepare and submit all required programmatic and financial reports to funders for active grants.
- Prepares monthly grant activity reports on results achieved versus programmatic and/or financial budgets. Report to be presented and reviewed with Grant Program managers, Deputy Executive Director and CFO.
- Other duties as assigned.

What You'll Bring

- Minimum 3 Years of experience work experience in Grant award management and Grant reporting in a Non-Profit environment (Required).
- Experience with Federal funded grants (requirement)
- Excellent writing, editing, and communication skills.
- Financial Acumen
- Strong research and analytical skills.
- The ability to work independently and collaboratively as part of a team.
- Associates degree or higher (Required)
- A bachelor's degree in a related field. (Preferred)

Compensation & Benefits

- \$60K - \$70K Annual Salary DOE
- Paid sick and vacation Leave
- Work Week is 34 hours per week

Application Instructions:

Applications will be reviewed on a rolling basis until the position is filled. Please submit resume to careers@nevadalegalservices.org, and reference "Grant Manager" in the subject line.