

### **Grant Coordinator**

The Pennsylvania Legal Aid Network, Inc. (PLAN) is accepting applications for a full-time grant coordinator. This position reports to the executive director and works in close coordination with PLAN's compliance consultant. The grant coordinator is responsible for management of specialized grants received by PLAN, Inc., including the overall coordination of the statewide Disability Advocacy Program, as well as grants management and reporting for PLAN's funding under the Victims of Crime Act, its employment and immigration projects, and for other special funding received by PLAN. In addition, the person will work with PLAN's compliance consultant on data and case reporting to PLAN's principle funders the Pennsylvania Department of Human Services (DHS) and the Pennsylvania IOLTA Board. The variety of skillsets needed requires a versatile and detail-oriented person.

### **Principal Responsibilities**

This position will provide overall leadership, coordination and logistical support for the statewide Disability Advocacy Program (DAP), including regular review, evaluation, and approval of DAP plans and performance of the PLAN programs. The person does not need to be an expert in all aspects of disability advocacy or be experienced in representing individual clients in this area (which especially includes SSI and SSDI representation) but the person should develop a high level of knowledge of the content of this advocacy. The position will also lead PLAN's management of other special grants. This includes all aspects of grant management, such as certain grant applications and reporting. The position requires that the person hold PLAN programs accountable for providing services under PLAN's specialized grants, by providing leadership, support, and development of activities required by each funding source.

This includes the following:

- Develop measurable standards for program compliance with grant outcomes and deliverables.
- Annually review and approve individual program plans for grant funding to assure their compliance with the PLAN standards and requirements.
- In coordination with the controller and compliance consultant, regularly review program performance to assure PLAN programs are maintaining compliance with their plans, their case goals, and their expenditures.

- In coordination with the executive director, controller, and compliance consultant, propose and implement adjustments in allocations of funding and case goals as needed.
- Work with training coordinator, law groups, and appropriate advocates to assure that the full range of needed training is conducted for the success of the DAP program and other grants.
- Maintain a liaison relationship, as needed, with appropriate staff of PLAN's funders (DHS, the PA IOLTA Board, Pennsylvania Housing Finance Agency, and the Pennsylvania Commission on Crime and Delinquency), for purposes of reporting and being responsive to requests of PLAN's funders.
- Assist, as needed, with the monitoring of PLAN programs as that relates to performance listed above.
- Generally provide leadership, coordination, and support of the statewide DAP program and PLAN's other special funding.

Aside from the direct program activities described above, this person is responsible for other PLAN administrative responsibilities. These include assisting the compliance consultant with preparing the annual provider's end of year reports, analyzing program data from those reports to assemble useful information for use by PLAN, Inc., its programs, and others, and the production of reports and transmission of data to PLAN's funders.

This position will also assist other PLAN staff with preparation for the annual statewide conference, the annual excellence awards, and other PLAN, Inc. events. The person will also be required to assist from time to time with other administrative tasks as assigned by the executive director.

### **Qualifications**

The ideal candidate will have a bachelor's degree and three to five years of experience working in a non-profit setting. Prior experience with grant writing, development, and grant reporting is preferred but not required.

### *Additional Skills and Experience:*

- A demonstrated commitment to achieving economic justice for low-income households and the ability to develop, lead, and collaborate on projects that seek to advance access to justice for lower income persons, victims of domestic violence, and other marginalized communities.
- Interest in the non-profit sector and issues that affect low-income people, and demonstrated commitment to diversity, equity, and inclusion in the workplace.
- Excellent written and oral communications skills.

- Initiative and problem solving skills, excellent organizational skills, ability to multi-task and manage multiple projects/deadlines.
- Prior experience with LegalServer or other case management software is highly preferred.
- Proficiency with Microsoft Office products, especially Excel and Word.
- Familiarity with data collection and analysis; excellent information management skills.
- Ability to work both independently and in a team environment; excellent interpersonal skills and ability to build relationships with diverse organizations and constituencies.

**Location:** This position is in PLAN's Harrisburg, PA office. Remote work will be considered for experienced, qualified candidates. Some travel may be required.

### **Compensation**

Salary depends on experience. Target range for someone with 3-5 years' experience is \$45,000 – \$50,000. Excellent benefits package provided including health insurance, dental, vision, 403(b), and generous leave time.

To apply, please send a letter of interest and resume by email to:

**Patrick Cicero, Esquire**  
**Executive Director**  
**Pennsylvania Legal Aid Network, Inc.**  
**118 Locust Street**  
**Harrisburg, PA 17101**  
[pcicero@palegalaid.net](mailto:pcicero@palegalaid.net)

Applications will be accepted until the position is filled.

PLAN is an Equal Opportunity Employer and values a diverse and inclusive work experience. People of color, persons who are bi-cultural or bi-lingual, women, persons with disabilities, and persons who identify as LGBTQ are encouraged to apply.