



Grants Manager

The Mississippi Center for Justice (“MCJ”) seeks an experienced Grants Manager to support MCJ’s robust legal advocacy and direct services programs. The Grants Manager’s duties will include developing, writing, administering, and monitoring financial activities of grant-funding opportunities to derive additional sources of income from local, state, and federal agencies or from private/philanthropic resources in support of MCJ’s legal and policy advocacy.

MCJ is a nonprofit, public interest law firm committed to advancing racial and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

Position Summary

This is a new position reporting to the Director of Philanthropy. The Grants Manager will engage in a collaborative development writing process with fundraisers, campaign directors, and accounting staff to create a robust portfolio of funding proposals, letters of interest (LOIs), reports, and other fundraising materials. This individual will develop and maintain a sound knowledge of MCJ’s legal advocacy and direct services programs and liaise with other departments to create comprehensive descriptions of programmatic activities, outputs, outcomes, and impacts. The Grants Manager will also assist with budget analysis duties and support special project initiatives. This position requires strong writing, data analysis, and program budgeting and project management skills.

Job Responsibilities

The Grants Manager’s job duties will include:

- Research grant-making organizations and analyze them to identify likely funding sources for specific projects and programs.
- Work with campaign directors to evaluate upcoming writing deliverables, and then develop timelines and schedules to manage the workflow processes, including distribution of writing assignments, gathering of budgets and ancillary materials, and review of deliverables in advance of deadlines.
- Write, edit, assemble, and submit new and renewal proposals, concept papers, program reports, letters of inquiry, stewardship documents, and other grant-related materials (e.g., one-pagers, information summaries, program briefs) in accordance with funder guidelines; adjusts proposal-writing by evaluating and re-designing process, approach, coordination, and boilerplate according to funder’s collective voice.

- Interpret, explain, apply, and ensure compliance with stipulations, guidelines, and requirements of granting agents and with all applicable laws, rules, regulations, standards, policies, and procedures and initiate any actions necessary to correct deviations.
- Interface with accounting staff and program leaders to create program budgets, budget narratives, and financial reports.
- Draft speaking points for donor meetings and speaking engagements.
- Assist with stewardship of institutional donors, including drafting donor communications, such as email updates, impact reports, and annual reports.
- Proofread and edit grant proposals, report narratives, and other fundraising documents and materials prepared by campaign directors; and
- Other responsibilities as assigned.

Qualifications

- Bachelor's degree in Public Administration, Business Administration, or closely related field and five (5) years of related experience that includes public grant administration/coordination, grant writing, budgeting, funding source research, project management, and personal computer operations, or equivalent combination of education and experience; experience in a development office a plus
- Commitment to MCJ's racial, economic, and social justice mission and knowledge and familiarity with a range of state and federal social, economic, and racial justice issues
- Must be able to write about the big picture and clearly discuss specific programmatic activities
- Ability to exercise initiative gathering and organizing research materials from a variety of sources and quickly comprehend, analyze, and synthesize information to accurately translate into grant proposals, reports, and other donor-oriented materials
- Exceptional writing and editing skills, with the ability to synthesize complex concepts into accessible narratives
- Ability to quickly and succinctly convey complex ideas (e.g., draft responses to proposal questions with character/word limits)
- Ability to multitask and adhere to multiple deadlines in a fast-paced environment
- Experience with proposal budgets and financial reports and ability to convey information in narrative form as well as numerically
- Ability to verbally communicate well and in a professional manner with a variety of audiences
- Creative, detail-oriented, self-motivated and have a strong work ethic. Understanding of corporate and foundation relations
- Experience with Microsoft Office Suite (Excel, PowerPoint, and Word)

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

To Apply

Please send brief letter of interest, resume with three (3) professional references, including two (2) from former employers, to:

Shakya Graves
Administrative Assistant to the President/CEO
sgraves@mscenterforjustice.org

Please, no telephone inquiries.

The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.