



## Job Description

<b>Position:</b>	Director of Grants and Research
<b>Reports to:</b>	Chief Development and External Relations Officer
<b>Status:</b>	Exempt
<b>Hours:</b>	Full-Time/ Maximum of 40 hours per week
<b>Hours of Operation:</b>	Mon-Fri 8am-5pm

**Organizational Description.** North Lawndale Employment Network is a comprehensive workforce development agency on Chicago's West Side dedicated to advancing the economic outcomes of the community's residents through innovative employment initiatives, including our social enterprises. In August 2021, North Lawndale Employment Network transitioned to a new campus which features a premier community café for residents and stakeholders.

**Our Mission:** To improve the earning potential of the North Lawndale community through innovative employment initiatives that lead to economic advancement and an improved quality of life for residents.

**Opportunity:** We are seeking a Director of Grants and Research who will work closely with NLEN's Chief Development Officer 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.

### Responsibilities

- 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
- Collaborates with Co-Director 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



# North Lawndale Employment Network

creating a community that works

- In collaboration with the Programs Team and Chief Impact and Innovation Officer, 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.

## Qualifications

- 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 is required.
- A proven track record of success in securing gifts from foundations and corporations
- Excellent self-management and organizational skills motivated by outcomes and goals
- Proven leadership and management experience delegating and creating clarity for team members and direct reports
- Strategic thinker who has the ability to build consensus across a diverse organization
- Highly organized, attentive to detail, goal-oriented, and capable of multi-tasking
- Experience with Salesforce or other donor management software preferred
- Experience with MailChimp or other email marketing software preferred
- Demonstrated success in information management and project management
- Budget planning and financial management experience a plus
- Experience with staff or intern supervision a plus
- Passion for NLEN mission and goals
- A commitment to social and economic justice
- Excellent time management skills and communications follow-up habits



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## **NLEN Core Values**

### **Neighborhood-focused employment initiatives are fundamental.**

Successful programs are neighborhood-focused and community-driven so they meet the specific needs of individuals.

### **Quality of work matters.**

People who work hard should not be poor. A full-time job must meet basic needs and offer conditions for engagement, advancement, and respect.

### **Economic mobility is essential to reducing poverty.**

Family supporting wages and financial literacy are core to addressing economic insecurity, which disproportionately affects African American, Latino, and other families of color. Economic insecurity is not only impacting the poor; it has grown to threaten the middle class. Self-employment and entrepreneurship are critically important economic mobility strategies to generate income and boost household finances.

### **We must address the racial wealth gap and social inequality.**

The United States' history of racially charged public policy has created the modern racial wealth divide not just through the legacy of slavery and Jim Crow, but through the more recent race-based discrimination in hiring, housing subsidies, tax subsidies, and veteran benefits as well as other implicitly and explicitly racist public policies.

### **Everyone deserves human dignity and empowerment.**

To uphold this belief, we do all of our work in a manner that values human dignity and eliminates shame, humiliation, and stigma by building on the strengths that help our participants and community survive loss and trauma and rebalance the power dynamic between participants and authority figures.