



## Job Description

<b>Position:</b>	Grants and Resource Development Coordinator
<b>Reports to:</b>	Director of Development
<b>Status:</b>	Exempt
<b>Hours:</b>	Full-Time / Maximum of 40 hours per week
<b>Hours of Operations:</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.** The Grants and Resource Development Coordinator at the North Lawndale Employment Network plays a critical role in securing and managing funding from foundation, government, and corporate sources. Reporting directly to the Director of Development, this position is responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals, ensuring that all processes from proposal development to grant reporting meet the highest standards of accuracy and efficiency.

The Grants and Resource Development Coordinator will collaborate across departments, particularly with the Development, Workforce, and Accounting teams, to ensure compliance with funder requirements and the creation of accurate budgets. Additionally, this role involves maintaining data entry in Salesforce Grants Management, organizing and maintaining SharePoint files, supporting prospect research, maintaining the agency's online grantee profiles, and assisting in the development of templates and standard documents for grant applications.

### **Key Responsibilities:**

#### **Grant Writing & Management:**

- Write, manage, and report on public and private grant applications and awards.
- Assemble all necessary proposal attachments, supporting materials, and grant reports.



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- Manage the grant applications and reporting calendar to ensure timely submissions and follow-ups.
- Collaborate with program and administrative staff to gather the necessary information for grant proposals and reports.
- Collaborate with Development, Workforce, and Accounting teams on budgets, restrictions, and compliance.

## **Compliance & Reporting:**

- Work closely with the Director of Grants and Research and Data Manager to ensure compliance with funder requirements and accurate reporting.
- Collect and maintain standard organizational documents (such as audit reports, proof of non-profit status, etc.) to be included with applications when required.
- Maintain the agency's online and grant portal profile and ensure they are up to date.

## **Prospect Research & Funder Relations:**

- Conduct prospect research to identify new public, corporate, and foundation funding opportunities.
- Manage relationships with funders, ensuring strong communication and fulfillment of all grant requirements.

## **Event & Community Engagement:**

- Represent NLEN at various community events and networking opportunities, as needed.
- Support special administrative projects related to events and community engagement.
- Work cross-functionally with the organization's key stakeholders to implement effective systems for submitting high-quality grant proposals to public funders.

## **Document Development:**

- Assist in developing templates for letters of support, letters of inquiries, and other documents requested as attachments to proposals.



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## Qualifications:

- Bachelor's degree in liberal arts and sciences, communications, business, or related field
- A minimum of 1-3 years of experience in grant management, data entry, and community-based environments.
- Proven experience in grant writing and management, with a successful track record of securing funds from public, corporate, and foundation sources.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects and deadlines.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with diverse teams and stakeholders.

### **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.