



Grants and Contracts Director
Job Summary
Seattle, Granger, Tacoma, or Wenatchee
Full Time, Exempt

<https://www.nwirp.org/join/jobs-internships/>

About Northwest Immigrant Rights Project:

Founded in 1984, Northwest Immigrant Rights Project (NWIRP) is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of over 120 and an annual budget of over \$15 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

Summary:

NWIRP seeks a mission-driven, detail-focused individual with exceptional organizational and project management skills to join the organization as a full-time Director for Grants and Contracts. In this role, you will administer and lead the management of NWIRP's significant support from foundation and government sources. We bring our core values of fairness, self-determination, and inclusion into all aspects of our work, and seek you, an individual who can manage and expand current grants and contracts work grounded in NWIRP's values and principles.

We welcome candidates with an interest in working from any of our four offices in Granger, Seattle, Tacoma, and Wenatchee though this role is currently being supported from our Seattle office. This role will support our other offices remotely and may travel to other NWIRP offices as needed. At the current time, NWIRP staff is primarily working remotely, due to the pandemic but we are exploring a pilot hybrid work model for our return to the office, and a timeline for that will be shared in the future with plenty of anticipation. Under the pilot hybrid work model, this position would have the option to have a hybrid schedule, which would include 2 or 3 days in the office.

Commitment to Inclusivity, Equity, and Representation:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people living with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process. Please contact HR@nwirp.org.

Job Responsibilities:

You will thrive in this position if you are a collaborative leader, strategic and systems thinker, and a strong communicator who can work toward multiple moving deadlines in order to collaborate in expanding and improving grants and contracts work. Specific responsibilities include:

- Oversee grants and contract administration for the organization
- Work in collaboration with the Executive Director, Deputy Director, Finance Director, Development Director, Grants and Contract Associate, and program staff to ensure compliance with grant and contract requirements.
- Cultivate and steward strategic partnerships with funders and government contractors

- Review and audit contract performances to ensure compliance with terms, and to identify conflicts or changes requiring resolution, including extensions, renewals, and amendments
- Support the Grants and Contracts Associate in the drafting of proposals for government and foundation grants and contracts (based on strategy discussions with the Executive Director and Deputy Director)
- Develop and implement grants and grants-related program policies and procedures
- Supervise the Grants and Contracts Associate position
- Engage partner grantees and oversee implementation of funded projects
- In collaboration with the Executive Director, Deputy Director, and Finance Director, manage the allocation of grants and contracts to program staff
- Lead the development of improved systems, trainings, and resources for program staff on grant allocations and compliance
- Oversee internal controls for grant allocation (includes working with the Finance Director to create a robust, reliable reporting system for tracking time to grant allocations for our Federal audit)
- Work with the Finance Director to provide information to auditors, and discuss audit findings and strategies for improvement with auditors
- Work collaboratively with the Development team to ensure accurate and timely information-sharing, including inputting grant related information into the organization's donor management system.
- Oversee subgrantee monitoring; Provide oversight to grantees' sub-granting procedures and ensure that they are in compliance with funder requirements
- Oversee grant and contract data entry and reporting on demographics, program outcomes, and other data points to ensure data integrity
- In collaboration with the Grants and Contracts Associate, schedule, prepare, and submit complete and compelling grant proposals and reports.
- Support the development of grant request budgets in collaboration with the Finance Director.
- Support the development of proposal narratives in collaboration with the Grants and Contracts Associate.
- Cultivate and steward relationships with funders and partner grantees
- Be a part of NWIRP's management team, which includes participation in program staff/management relations and other programmatic issues as assigned by Executive Director
- Other duties may be assigned depending upon NWIRP's needs and the skills or passions of the successful candidate.
- Update LegalServer configuration generally for purposes of grant and programmatic requirements
- Create and manage reports in the case management system for grant compliance, strategic development, and assessment of outcomes

You will report to NWIRP's Executive Director.

Physical demands:

While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper. Occasional work on night and weekend hours. Travel may be required. Travel reimbursements apply.

Required Character Traits:

Above all, you must have significant and deep experience with the communities NWIRP serves and be committed to immigrant rights and our social justice [mission, vision, and values](#). You demonstrate cultural humility, and empathy when working with underrepresented and historically marginalized groups. You communicate clearly and concisely in writing and verbally. You have excellent interpersonal skills. You exude high personal integrity and professional maturity in order to establish trust, including openly accepting feedback on your performance. You always maintain confidentiality. You tenaciously carry out assigned projects to their completion.

Required Technical Qualifications:

You have at least 5 years of significant experience in non-profit organizations. You have a proven track record of growth and achievement in non-profit administration or equivalent experience. You have project management experience with the ability to prioritize and meet deadlines under pressure. You have strong communication skills in writing, speaking, and listening effectively. You have meticulous attention to detail and strong organizational skills, as well as the ability to quickly grasp legal language and program data. You have experience working with databases, including donor and case management software. You have strong interpersonal skills to work in a wide variety of external stakeholders and with staff at all levels while maintaining an ability to work independently. You are highly motivated, dependable, and resourceful.

Required Organizational Competencies:

You are experienced with and committed to working in multilingual environments. You deeply understand nonprofit sector personnel practices and applicable federal and state laws regulating hiring and collective bargaining matters. You are committed to a "continuous improvement" approach to systems and tasks. You are sensitive to the dynamics of organizational, union, and political intersections.

Preferred qualifications include:

- 2+ years in grants and contracts administration work at a nonprofit organization
- Experience working with databases including Raiser's Edge, LegalServer and/or InfoNet
- Supervisory or director-level experience.

Compensation and Benefits:

This is a full-time management position that is overtime-exempt and excluded from the Union. Salary is dependent wholly on relevant experience. In 2022 the beginning salary for candidates with no relevant director-level experience is \$84,173.00, while for someone with ten years of relevant director-level experience is \$104,280.00.

NWIRP offers a generous benefits package, including:

- Fully paid health, vision & dental plans for employee level coverage with employer-funded HRA and HSA options;
- FSA and Dependent Care accounts;
- 3% in employer retirement contributions;
- Generous paid health-related leave and vacation (15 days during your first year);
- 12 weeks of paid parental leave plus the ability to extend with state paid leave;
- 14 paid Holidays with the ability to float 5 holidays;
- Subsidized transit pass if based out of Seattle;
- Employer-paid disability/life/AD&D coverage; Long-term care insurance;
- 4 weeks of paid sabbatical after every five years of employment at NWIRP;
- Eligibility to earn compensatory time.

Under NWIRP's current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption) and must wear a face mask while in all common areas at the job location.

How to Apply:

In order to apply for this position please consolidate your resume, cover letter, and a writing sample into a single file and submit them via our careers page: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>. For your cover letter, please describe how your lived or work experience would make you a good fit for this role. Full consideration will be given to those who apply by July 5, 2022, but applications will be accepted on a rolling basis until the position is filled.