

September 16, 2016

Job Announcement

Grants and Contracts Specialist

One-Year Temporary Position

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is seeking a skilled professional to serve as its Grants and Contracts Specialist, reporting to MFY's Director of Contract Management and Compliance. MFY's 85-person staff is comprised of attorneys, paralegals, social workers and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities. This is a one-year, temporary position, designed as a demonstration project.

MFY is a growing organization that receives funding from dozens of private and government grants and contracts. The Grants and Contracts Specialist will have a wide range of responsibilities related to grant and contract administration, including creating systems for tracking goals and data, ensuring compliance with contract requirements, and preparing reports for a wide range of contracts across diverse practice areas and with different funders and agencies. These responsibilities include compiling pre-contract documentation, preparing reports, and maintaining up-to-date knowledge of reporting schedules and contract requirements. The Grants and Contracts Specialist will work closely with managers and staff to develop systems to track contract requirements and to identify problems and propose solutions to ensure contract goals and organizational needs are met.

Responsibilities include, but are not limited to:

1. Assisting with grant/contract program client eligibility verification and assembling of documentation required by funders, as needed.
2. Extracting grant/contract program information from client files and casehandlers and entering the information into internal case management systems and databases;
3. Entering and uploading grant/contract program data into case management systems and databases maintained by funders, as needed.
4. Monitoring distribution of case funding code designations and making recommendations to Directors of Litigation and Supervising Attorneys to assign cases to particular funding codes so as to maximize contract compliance.
5. Designing, implementing and monitoring systems designed to prevent duplicative reporting to government funders and ensuring no occurrence of same.
6. Monitoring contracts that are gauged by hours reported to achieve maximum effective and efficient distribution of cases among qualifying funding codes while avoiding duplicative reporting.
7. Monitoring and analyzing grant/contract performance and presenting such data in various forms – e.g., narratives, charts, pie charts, bar graphs – as needed.

8. Communicating with and obtaining information and data from casehandlers, the Fiscal Department and other staff to meet grant/contract-related needs and deadlines.
9. Working with Legal Server or other case management system technicians to ensure reports are created and modified to capture all required data for grants and generate custom reports providing these data elements, which includes working with management and staff to develop forms for data collection and strategies for reporting.
10. Working with LegalServer or other case management system technicians to create and modify reports to analyze demographic and other trends over time, by borough, geographic area, etc.
11. Preparing statistical and narrative grant reports.
12. Coordinating reporting deadlines.
13. Participating in annual audit and funder audits, as needed.
14. Preparing written and oral presentations on grant performance and related subjects, as needed.
15. Assisting the Director of Development as needed in gathering data for reports.

Requirements:

- College Degree (minimum), MBA, MPA, JD (preferred)
- Experience with LegalServer or other case and grant management systems
- CGMS certificate or graduate coursework in grants management (preferred)
- Minimum two (2) years relevant experience, at least some of which in a non-profit environment, preferably at an organization providing direct services
- Experience managing city, state, and federal funding (preferred)
- Proficient in applying technology to work processes
- Strong Excel skills
- Excellent written and oral communication skills
- Detail oriented
- Strong problem-solving skills
- Collaborative approach
- Strong commitment to social justice
- Interest and experience working with and supporting diverse, low-income communities

Salary is pursuant to a collective bargaining agreement.

Applicants should submit a cover letter, resume and writing sample addressed to Anu Garfield, Director of Contract Management, and transmitted by e-mail to agarfield@mfy.org with **"Grants and Contracts Specialist"** in the subject line. Applications must be received by September 30, 2016. Early applications are appreciated. Interviews will be conducted on a rolling basis. No telephone calls please.

For further information about MFY, please go to www.mfy.org.

MFY IS AN EQUAL OPPORTUNITY EMPLOYER.

People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.