

Legal Foundation of Washington

Director of Grant Programs Position Announcement

The Legal Foundation of Washington (LFW) envisions a society where poverty or race is not an impediment to justice. We remove barriers to the justice system by funding programs that provide high quality civil legal services to people who experience poverty in Washington State.

Since our creation in 1984, LFW has invested over \$200 million in our state's legal aid system. LFW is an independent nonprofit organization led by a nine-member board of trustees who oversee multiple revenue sources that total nearly \$10 million annually.

LFW seeks a Director of Grant Programs to manage and oversee an \$8 million portfolio of grants and grant support services to nonprofit organizations that provide civil legal aid in Washington State. The Director of Grant Programs works in close partnership with the Grants Manager, the Executive Director, external stakeholders and grant recipients to ensure the provision of high quality legal services.

Who We Are

LFW is a proud supporter of the Alliance for Equal Justice, a network of Washington State organizations that collaborate to coordinate strategy and the delivery of civil legal aid to people and communities that experience poverty and injustice. We are committed to identifying and dismantling all barriers that deny justice and perpetuate poverty and racial inequities.

The LFW board and staff team values communication, collaboration, and a shared commitment to our mission. We are careful stewards of resources, and we approach our work and discharge our decision-making responsibilities with an ethos of humility and respect.

LFW is committed to becoming an anti-racist organization. Internally, we pursue a regular course of learning and education to change and update our thinking and practices in ways that reflect the values of racial equity and inclusion. Externally, we are increasingly supporting race equity initiatives, including the development of new grant programs, evaluation models and decision-making processes.

The Role of the Grants Director

The Director of Grant Programs responsibilities include:

- Oversight for all LFW grant programs including annual Partnership grants, Race Equity grants, Emergency grants, grants that the courts or other entities assign LFW to administer, and any other grant program that the board may create.
- Management of a suite of technical support functions provided to LFW grantees.
- The Director of Grant Programs has significant influence on the development and implementation of new projects, programs and initiatives that will benefit from grant support.

- Ensures accountability and compliance with LFW’s Grant Terms and Conditions by performing site visits, reviewing and giving feedback on grant documents, and providing technical support as requested.
- In consultation with the Executive Director, the Director of Grant Programs ensures solicitation and review of grant applications, provides recommendations to the LFW Grants Committee, and responds to other grant-related information requested.
- Externally, the Director of Grant Programs works closely with the Access to Justice Board, the Office of Civil Legal Aid, the Pro Bono Council, and providers of civil legal aid.
- This position supervises a part-time Grants Manager.

Qualifications and Desirable Characteristics

Qualified applicants will have a minimum of five to ten years increasingly responsible experience in a nonprofit organization or government agency that includes project management skills, finance, budgeting and data analysis. Candidates must demonstrate an inherent ability to see the big picture while managing details, ensuring completion of projects, and analyzing data to help support the LFW mission. Excellent written and verbal communication with a broad range of individuals, communities and organizations is essential.

A Bachelor’s degree is required, and additional higher education or continuing education is preferred. A background in grantmaking, project management, or experience in the justice system will be helpful. Professional or personal experience with low-income communities may substitute for some formal education. Some in-state travel is required.

Compensation and Benefits

This is a full time, exempt position that pays \$90,000 annually. LFW offers a generous benefits package including medical, dental, vision, disability insurance and flexible spending account for health and child care expenses, a retirement plan; three weeks of vacation to start + holidays and paid sick leave; a fully subsidized ORCA pass; ongoing training opportunities; and the chance to work with a collegial and dynamic team.

LFW is committed to a policy of equal opportunity and supports an environment free of barriers and bias. People of color, people with disabilities, members of the LGBTQ community, and other individuals with diverse backgrounds are encouraged to apply.

This position is open until filled. We will begin reviewing applications on August 21. Please send your resume to Kristin Parker (kristin@legalfoundation.org).