



JOB ANNOUNCEMENT

Grants Administrator



November 30, 2021

The [Connecticut Bar Foundation](#) (CBF) seeks an organized experienced professional to support the administration of a new justice-focused grant program, which will deliver access to counsel in eviction matters.

This program is an exciting opportunity to increase access to justice for low-income at-risk Connecticut residents. The Grants Administrator will work under the supervision of the CBF's Executive Director and Grants Program Director to implement grantmaking to and data and fiscal reporting from the CBF's grantees.

The CBF is the largest financial supporter of non-profit organizations providing civil legal assistance to low-income Connecticut residents. It has an established record of successful grants administration and collaboration with state government, the state's legal community, and the non-profit legal providers to maximize access to justice, starting with the establishment of the Interest on Lawyers Trust Accounts (IOLTA) program in 1984 and enhanced by subsequent additional funding mechanisms to support access to justice. This new \$20 million grant project will substantially expand the CBF's work and impact.

This position is a great opportunity for a professional with a passion for social justice and excellent administrative, data collection and collaboration skills.

About the Connecticut Bar Foundation

Over 250,000 low-income Connecticut residents experience one or more serious legal problems annually but cannot afford an attorney to help them maintain or secure access to housing, healthcare, employment, education, personal safety and other necessities. The Connecticut Bar Foundation is the primary funder of civil legal aid in Connecticut, administering grant programs to support the provision of free legal services to low-income individuals who cannot afford an attorney. With its relatively small staff, the Connecticut Bar Foundation administers over \$25 million in annual funding to support non-profit legal services groups that provide crucial services to low-income residents of Connecticut.

The CBF also sponsors programs and projects that address matters concerning the legal profession, the administration of justice, and the role of law in society, through a wide range of projects carried out by its Fellows program.

The New Grant Program: *Statewide Right to Counsel for Eviction Defense*

An average of 21,000 evictions are filed in Connecticut courts annually. While the vast majority of landlords arrive in court with legal counsel, less than 10% of tenants are represented. In 2021, to address this inequity and combat the impacts of evictions on families and communities, the Connecticut General Assembly established one of the first in the nation statewide “Right to Counsel” (RTC) programs for individuals facing eviction in court. As the primary funder of legal aid in Connecticut, the CBF aims to ensure that low-income tenants who qualify receive high quality legal counsel to advise them of their legal rights, represent them in court, and avoid homelessness. Research shows that when tenants have high-quality counsel, they frequently avoid eviction, maintain housing, and avoid the devastating social impact that eviction has on families and communities.

Duties and Responsibilities:

The Grants Administrator will work under the supervision of the CBF’s Executive Director and Grants Program Director to administer the grantmaking process and coordinate data and fiscal reporting from the CBF’s grantees.

Duties and responsibilities include:

- Communicate grantmaking processes and reporting requirements to grant applicants
- Process incoming grant applications
- Undertake preliminary application review to screen for completeness and correspond with applicants regarding unclear or incomplete information.
- Maintain grant administration database, keeping information up-to-date and run reports as necessary
- Organize applicant and grantee information, including correspondence, contact persons, insurance records, certifications, progress reports, budgets, expenditure documentation and payments.
- Support the Grants Program Director in developing and submitting reports on program progress to government entities and other stakeholders
- Maintain expertise with grant administration trends across similar administering entities.
- Schedule and organize meetings, events and programming in support of the grant programs (including, for example, training and information sessions).
- Collaborate with the Grants Program Director, fiscal staff and evaluation consultant in the collection and organizing of fiscal and data reporting.
- Process payment vouchers from grantees and other vendors associated with grant programs in compliance with grant requirements.
- Comply with requests for audit information from grantees’ auditors.
- Screen email traffic, telephone calls, respond to inquiries, and provide referrals to other staff members as necessary.
- Perform any other duties and responsibilities that may be assigned.

The Grants Administrator reports to the Grants Program Director.

Qualifications:

- **Required Education and Experience:**

- Minimum Bachelor's degree or equivalent work experience
- Excellent organizational skills and reliable follow-through.
- Facility with fiscal and other data.

- **Preferred Education, Experience and skills:**

No candidate is expected to have all of the preferred qualifications listed below. However, candidates with one or more of the following are strongly encouraged to apply.

- Degree in in a public administration, public policy, or related discipline, or equivalent work experience.
- Experience in the nonprofit sector, philanthropy, and/or government agencies.
- Experience with grant or contract administration.
- Experience w federal grants, including compliance and reporting.
- Demonstrated understanding of the impact of race, bias, discrimination, and differential treatment of communities disproportionately composed of Black, Indigenous, and people of color, individuals who identify as LGBTQ or other sexual minorities, individuals with disabilities, immigrants, limited English speaking persons, and others who have been historically marginalized in rental housing markets and in the law and justice system.
- Excellent listening skills, excellent oral and written communication skills; attention to detail and accuracy.
- Experience with or ability to quickly master relevant software and platforms.
- Ability to contribute to a supportive and engaged office culture; willingness to pitch in as needed; keeping a sense of humor in times of competing priorities.

Compensation and Benefits

Starting salary is budgeted between \$50,000 - \$65,000. Salary determined commensurate with experience. Free onsite parking. Opportunity for hybrid remote flexibility. Competitive health benefits, along with vacation leave, sick leave and holidays.

To Apply

Please email your complete application in one attachment to CBFHiring@CTBarFdn.org, including your resume and a cover letter describing your interest, relevant qualifications and experience, and where you heard about the position. Please include "Grants Administrator" in the subject line of the email. Applications will be considered on a rolling basis. Due to the pace of the search, interested applicants are encouraged to apply as soon as possible. Interviews will begin in mid-December. Incomplete applications will not be considered.

The Connecticut Bar Foundation is proud to be an Equal Opportunity Employer, and is committed to hiring processes, an internal culture and delivery of services that further the values of diversity, equity and inclusion.