



JOB ANNOUNCEMENT

Grants Program Director



September 21, 2021

The [Connecticut Bar Foundation](#) (CBF) seeks a dynamic, collaborative and outcome-driven professional to build and support a new justice-focused grant program, which will deliver access to free legal counsel in eviction matters.

This program is an exciting opportunity to increase access to justice for low-income, at-risk Connecticut residents. In collaboration with the Executive Director, the Grants Program Director (“Director”) will lead the development of this new statewide, multi-agency program. Specifically, the Director will lead the collaborative development and periodic revision of a comprehensive action plan to guide ongoing program efforts, support the CBF Board in making grant allocation decisions, build and manage grant monitoring systems, ensure strong and consistent training for grantee staff carrying out the program, and collaborate with the program evaluator and grantees to build data collection systems and analysis to measure and demonstrate the effectiveness of the program.

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 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. The Director will work collaboratively with the CBF’s executive director, fiscal director, and a program evaluator, and will supervise a Grants Administrator.

This position is a great opportunity for a professional with a passion for social justice, experience in program administration and comfort with financial and data analysis.

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 \$15 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 Program Director will coordinate all planning and program development activities, lead the grantmaking process, develop allocation recommendations, manage grant monitoring systems, develop systemwide supports for the Connecticut right to counsel program, ensure strong and consistent training for grantee staff and outreach and education for client populations, and coordinate with the program evaluator to support data collection systems and analysis to measure and demonstrate the effectiveness of grant programs.

Duties and responsibilities include:

- Coordinate collaborative development and periodic revision of a comprehensive action plan to guide ongoing program efforts
- Establish and manage program-specific grantmaking processes and grant monitoring systems
- Develop funding allocation recommendations
- Coordinate with the program evaluator and grantees to identify measurable goals, milestones, and outcomes and build data collection systems and analysis to measure and demonstrate the effectiveness of the programs.
- Form successful collaborations with internal staff, Board grantmaking committee, consultants, Judicial Branch staff, community-based partners and grantees and other key stakeholders and advisers to support program success.

- Participate in collaborative learning discussions with right to counsel programs across the country
- Compose, edit and proof correspondence and reports, including those for the Board, staff and external audiences
- Organize and monitor systemwide supports for the Connecticut right to counsel program, including hotline services, a program-specific website, outreach and training efforts
- Support strong and consistent training and collaboration among program grantees
- Support fiscal and service data analysis and regular and timely reporting on program activities and outcomes.
- Supervise the Grants Administrator
- Other duties and responsibilities as may be assigned.

The Grants Program Director reports to the Executive Director.

Qualifications:

- **Required Education and Experience:**
 - Minimum Bachelor’s degree in a public administration, public policy, or related discipline, and at least three years related experience
 - Successful track record in setting priorities, organization and problem-solving skills which support and enable sound decision making and collaboration among a broad group of stakeholders.
- **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.
 - Juris Doctor (JD), Master’s or Ph.D in a relevant field.
 - Experience in the nonprofit sector, philanthropy, interaction with lawyers (especially those serving low-income clients), and/or government agencies.
 - Experience in the design and implementation of significant new programmatic initiatives.
 - Experience developing and leading systems to track, analyze, and report out programmatic performance data.
 - Experience with governmental contract management, oversight, data tracking, 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.

- Knowledge and understanding of civil legal aid, courts and legal systems, landlord-tenant law and/or civil restraining order application process.
- Excellent listening and facilitation 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 stress.

Compensation and Benefits

Starting salary for this position anticipated at \$80,000-\$95,000. 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, which must include your resume and a cover letter describing your interest, relevant qualifications and experience, and where you heard of the position. Please include “Grants Program Director” 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. 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.