



Legal Aid – Grants Administrator

Legal Aid Service of Broward County and Coast to Coast Legal Aid of South Florida seek a full time grant administrator to strategically sustain and maximize grant and foundational support opportunities. Position is exempt. Salary based on experience. Benefits package included. Equal Opportunity Employer.

MAJOR FUNCTION AND PURPOSE:

The Grant Administrator will examine, manage and execute all aspects of grant and foundational support efforts and activities to 1) identify key funding sources available 2) determine feasibility of developing/sustaining programs to supplement annual budgetary allocations 3) write and submit proposals and applications and 4) facilitate with monitoring and compliance to ensure favorable and timely outcomes. This position will encompass work on behalf of the two Legal Aid programs in Broward County that share the office campus in Plantation. The position will be located in Plantation, with occasional outlying and in-area travel as needed.

Interested parties are asked to submit a cover letter along with CV/Resume to the attention of Janina Evans, Executive Assistant, Legal Aid Service of Broward County and Coast to Coast Legal Aid of South Florida at jevans@legalaid.org

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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