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# Grants/Advancement Specialist

Full-Time

## WHO WE ARE:

Charlotte Center for Legal Advocacy, a nonprofit provider of civil legal assistance to low-income persons in the Charlotte region, seeks a full-time Grants/Database Specialist to support its Advancement Program. More information about the Advocacy Center can be found on our website: [www.CharlotteLegalAdvocacy.org](http://www.CharlotteLegalAdvocacy.org).

## ROLE:

Do you love to research and write and are seeking an opportunity to provide a profound positive impact on the lives of people in your community? Is your attention to detail one of your favorite attributes? The Grants/Advancement Specialist will provide the Advocacy Center with assistance in grant management and reporting by researching new grant opportunities and writing grants and proposals, along with helping with general advancement tasks, including overseeing gifts processing and ensuring clean/accurate data and reporting.

## RESPONSIBILITIES:

- Research and identify potential grant funding opportunities that align with the organization's mission and goals
- Discuss available sources of funding with grants manager and program managers
- Coordinate with internal teams to gather information, data, and statistics required for grant applications
- Draft and complete grant applications according to application requirements
- Ensure grants are submitted on time and within application parameters
- Collaborate with program managers and project teams to ensure effective implementation of funded projects
- Monitor the progress and outcomes of funded projects, and provide regular reports to stakeholders
- Track and manage grant-related documentation, including contracts, agreements, and reporting requirements

- Conduct regular reviews and evaluations of grant-funded programs to assess effectiveness and impact
- Record donor gifts in the CRM system, ensuring accuracy and up-to-date information, and send thank you letters within 48 hours
- Manage email and direct mail campaigns
- Create reports and mailing lists as needed
- Conduct monthly reconciliation of gifts received with the finance team
- Assist the advancement team with donor cultivation, appreciation and fundraising event(s)
- Perform other advancement duties as needed

### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Bachelor's degree preferred or equivalent combination of education and experience
- 3+ years in advancement office preferred
- Experience using a CRM, especially Salesforce
- Proven experience in grant writing and project management
- Excellent writing, editing and proofreading skills with great attention to detail
- Strong research skills
- Experience working with low-income communities at a nonprofit or community-based organization within a multi-ethnic/multi-cultural environment preferred
- Proficiency in MS Office, including Word, Excel, PowerPoint and Adobe PDF Pro
- Ability to work independently and in a team environment
- Ability to effectively collaborate with co-workers and clients in virtual and in-person settings

### **WORK SCHEDULE:**

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday – Friday, 8:30 am – 5:00 pm.

### **SALARY:**

This position is a full-time, salary-exempt position. The annual salary range begins at \$50,000 and may vary depending upon experience and skills.

### **REPORTS TO:**

The Grants/Advancement Specialist will report to the Chief Philanthropy Officer.

### **BENEFITS:**

The Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental and vision coverage at 100% for employees, 22 paid days of general leave increasing proportionately with tenure, and 15 paid holidays.

**TO APPLY:**

Submit a cover letter and resume to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org). Please note the position for which you are applying in the subject line.

**DEADLINE:**

Applications will be reviewed on a rolling basis with a preference for applications received by September 23, 2024.

**Charlotte Center for Legal Advocacy considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or any other legally protected status.**