



### About the Latin American Association

Founded in 1972, the Latin American Association (LAA) is the longest serving and largest provider of social and immigration legal services in Atlanta's Latino community. Last year, our services and programs impacted more than 40,000 individuals.

The LAA is a 501(c)(3) nonprofit organization.

**Vision:** Opportunity for All

**Mission:** To empower Latinos to adapt, integrate and thrive

**Job Title:** Grants Manager  
**Department:** Resource Development  
**Reports To:** Managing Director of Development  
**Status:** Full-Time/Salaried/Exempt

**Position Purpose:** The Latin American Association (LAA) seeks a talented grant writer and fundraising professional for the position of Grants Manager to manage and significantly grow the LAA's grants portfolio and revenue.

#### Duties and Responsibilities:

- Develop and write compelling grant proposals for all local, state and federal government grants and foundation, corporate and United Way grants as well as others as assigned
- Fully fund the LAA's annual operating budget each fiscal year meeting all revenue goals for public, foundation, corporate, United Way and other grant categories
- Develop a balanced and sustainable grants portfolio that focuses on large, multi-year grants from regional and national foundations and large, renewable public funding grants and contracts
- Identify new grant funding opportunities to support implementation of the LAA's new strategic plan including an expanded state wide geographic service area and systems-level projects and programs
- Conduct prospect research to identify new public and private sector grant opportunities aligned with LAA programs and priorities.
- Contact funding prospects as appropriate to determine priorities, guidelines, eligibility, and other requirements
- Manage the LAA's grants portfolio, including writing proposals and reports, serving as POC, managing relationships with grant officers and preparing for audits and site visits
- Work collaboratively with program, communications, finance, and other development staff to develop grant proposals and reports.
- Write and submit grant reports to current and past funders on a timely basis
- Attend funder meetings including technical assistance meetings and conference calls, training sessions, local government hearings and other appropriate meetings



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- Utilize internal grant tracking reports and calendars to ensure annual revenue goals are met, as well as timely submission of proposals
- Prepare presentations and other information for site visits
- Compile progress reports for organizational leadership
- Maintain grant files electronically and in hard copy

### Qualifications:

- Bachelor's degree in related field required; Master's degree preferred
- Minimum 3 years experience in non-profit GRANT WRITING with DEMONSTRATED success securing public and private grant funding, preferably with social services and/or advocacy agencies
- Excellent presentation, written and oral communication skills
- Experience developing nonprofit budgets and reports
- Excellent research, analytical, and organizational skills
- Strong ability to plan and manage processes with high attention to detail
- Effective collaborator with the ability to work both independently and as part of a team
- High degree of proficiency in Microsoft Word, Excel and Power Point

**Compensation:** Salary commensurate with experience and background.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

To apply, submit cover letter, resume, salary requirements and writing sample to [esirk@thelaa.org](mailto:esirk@thelaa.org).

Learn more about the LAA at [www.thelaa.org](http://www.thelaa.org).