

Position: Grants Coordinator

The Grants Coordinator will report to the Deputy Director and will work closely with the Chief Executive Officer and Chief Financial Officer. They will be primarily responsible for grant compliance, reporting, and submission. The ideal candidate will be a non-profit professional with experience in grant compliance, development/finance, and/or non-profit governance who is committed to advancing our mission to provide excellence in legal advocacy for those in need.

Key Responsibilities

- Assist in researching and tracking grant opportunities from government agencies, foundations, and other funding sources
- Support the preparation, submission, and tracking of grant applications, renewals, and amendments
- Coordinate collection of programmatic and financial data required for grant reports
- Assist with preparing interim and final grant reports in compliance with funder requirements
- Maintain organized grant files, calendars, and reporting deadlines
- Support compliance with federal, state, and local government grant regulations
- Collaborate with program staff, finance staff, and leadership to gather necessary information for proposals and reports
- Assist with monitoring grant budgets and allowable expenses in coordination with finance staff
- Help develop internal grant tracking systems and documentation
- Perform other grant-related and administrative duties as assigned

Required Qualifications

- Associate's degree or Bachelor's degree in a related field (such as nonprofit management, public administration, business, communications, or a related discipline)
- At least one (1) year of experience working with nonprofit or government grants, funding programs, or compliance requirements (internships or relevant administrative experience may be considered)
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple deadlines and prioritize tasks effectively
- Proficiency with Microsoft Office (Word, Excel, Outlook)
- Commitment to the mission of Memphis Area Legal Services and access to justice for low-income communities

Preferred Qualifications

- Experience working with legal services organizations, social services, or human services nonprofit organizations
- Familiarity with federal or state grant requirements
- Experience assisting with grant writing or reporting

Compensation and Benefits

- Competitive salary commensurate with experience
- Comprehensive benefits package, including health, dental, and vision insurance, and retirement plan.
- Generous paid leave and holidays.
- Professional development and training opportunities.
- 401(k) matching

How to Apply

Please submit a cover letter, résumé, and three professional references to Memphis Area Legal Services, Inc. via email at HR@malsi.org with the Subject Line: “Grants Coordinator Application – [Your Name].”

Applications will be reviewed on a rolling basis until the positions are filled.