



## **GRANTS ADMINISTRATOR POSITION**

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
4. Oversee compliance with grant requirements and preparation for monitoring of grants.

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, Legal Aid Service of Broward County and Coast to Coast Legal Aid of South Florida at [jevans@legalaid.org](mailto:jevans@legalaid.org)