



1121 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94103  
310 8<sup>TH</sup> STREET, SUITE 305, OAKLAND, CALIFORNIA 94607

## **JOB ANNOUNCEMENT**

**Position:**           **GRANTS MANAGEMENT COORDINATOR**

Asian Pacific Islander Legal Outreach is the largest social justice legal organization serving the Asian, Pacific Islander, and Latino communities of the Greater Bay Area and Central Valley. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation, social services, and advocacy for the most marginalized segments of the community including low-income women, seniors, recent immigrants, and youth. With offices in Oakland, Stockton, and San Francisco, our work is focused in the areas of domestic violence/family law, immigration and immigrant rights, senior law and elder abuse prevention, the rights of those with disabilities, anti-human trafficking, youth violence prevention, affordable housing preservation and tenants' rights, and other social justice issues.

The Grants Management Coordinator will work closely with the Administrative Director, the Development and Finance Director, the Finance Coordinator, the Deputy Director, and other staff to coordinate grant reporting, contract compliance, grant implementation into APILO systems and programs, and grant invoicing.

### Duties and Responsibilities:

1. Coordinate the drafting and submission of all reports and other data required by funders of the organization including public entities and charitable foundations;
2. Assist with the development, design, and maintenance of databases for purposes of service reporting, billing/invoice preparation, and donor solicitation;
3. Analyze service data and grant deliverables and coordinate APILO departments to optimize the integration of grant activities into APILO systems and programs toward ensuring grant agreement fulfillment and accurate billing/invoice preparation;
4. Represent APILO and assist in developing and maintaining positive relations with existing funders, sponsors, public officials and volunteers;
5. Assist with fundraising work including grant applications, donation solicitation, and events
6. All other office-related duties as necessary; and
7. Train and supervise the Grants Management Associate to assist in the duties described above.

### Minimum Qualifications:

This position requires strong data management and analytical skills, written and oral communication skills, and demonstrated commitment to social justice through work for disadvantaged communities of color; a highly motivated, detail-oriented self-starter able to work independently and as part of a team; proficiency with PC and database systems (Word, Excel, Abacus, and/or Salesforce); demonstrated ability to work well under pressure, to prioritize responsibilities, and to meet deadlines; ability to work well in a team-oriented, multi-cultural work environment; BA/BS degree; ability to speak an API language or Spanish is a plus.

**Hours:**           40 hours per week, including some weekend and evening hours.

**Salary:**           Commensurate with experience, based on salary scale; includes health insurance, paid vacation, holiday, sick leave.

If interested, send cover letter and resume with 3 professional references to: Personnel Committee, [jobs@apilegaloutreach.org](mailto:jobs@apilegaloutreach.org). Applications will be reviewed on a rolling basis. Position is open until filled.

**An Equal Opportunity Employer Committed to Affirmative Action**