



Grant Administrator

The Massachusetts Legal Assistance Corporation (MLAC) is accepting applications for a full-time **Grant Administrator** to join the Grants Team. MLAC is an exciting place to work with a diverse staff and inclusive workplace environment. We are located in a beautiful office space on Tremont Street near the Government Center in Boston. Currently MLAC follows a hybrid work schedule and requires all employees to live within a commutable distance to the Boston office.

About MLAC

The Massachusetts Legal Assistance Corporation is a non-profit organization established by the Commonwealth to ensure that people with low incomes with critical, non-criminal legal problems have access to legal information, advice, and representation. MLAC provides leadership and support for the continued improvement of legal aid to people with low incomes.

MLAC is **committed to diversity in its workforce**. A crucial part of MLAC's vision is ensuring diversity of staff and volunteers, as well as supporting cultural and linguistic competence, so our team is reflective of our grantee organizations and the clients they serve. Women, individuals with disabilities, LGBTQ individuals, people of color, and people who speak English as a second language are encouraged to apply. Learn more about us at www.mlac.org.

SUMMARY OF POSITION

The Grant Administrator is primarily responsible for supporting the Grants Director in managing a growing portfolio of incoming and outgoing grants. The Grants Administrator is responsible for collaborating with the Grants Director in supporting the grants management process to ensure a streamlined workflow – from applicant inquiries through grant closure – and supporting overall high-quality day-to-day grants operations while collaborating with other MLAC departments, grantees, and others on grant-related projects.

PRINCIPAL RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Support the implementation and management of centralized grants management systems.
- Oversee MLAC's strategy through the grant lifecycle from inquiry to close, which includes pre-award management, reviewing and producing relevant reports, monitoring, and post-award management.
- Collaborate with the Grants Director in providing day-to-day coordination for grants administrative operations, ensuring consistent application of statutory and internal requirements.
- Collaborate with Grants Director to deliver technical support as needed to grantee organizations, ensuring timely processing of reports and monitoring grant spending.
- Become proficient in the use of MLAC's new Fluxx grant management system and assist in tracking and reporting grantee data.

- Communicate with grantees, consultants, and other MLAC staff, while upholding a professional, responsive, and problem-solving oriented grant management process.
- Support the grant proposal process, assembling and compiling materials, and ensuring that submissions comply with funder guidelines.
- Maintain all electronic and/or paper files to ensure compliance with funding obligations in accordance with all relevant policies of MLAC and the funder.

BACKGROUND AND QUALIFICATIONS

- Bachelor's degree or equivalent experience.
- Minimum of two years' experience with managing or working to support the management of a complex program or grant(s), preferably in a non-profit, legal aid, and/or foundation setting.
- Previous experience working with online grant management systems and/or customer relationship management (CRM) software.
- Experience working on contract management in federal grants and/or familiarity with Uniform Guidance 2 CFR 200 preferred.
- Ability to work independently as well as an effective team member with individuals from diverse cultural, social, and educational backgrounds.
- Performs work with a strong level of accuracy and an eye for detail and able to edit and revise own work.
- Demonstrated ability to receive and incorporate feedback and direction effectively.
- Demonstrated commitment to diversity, equity, inclusion, and social justice.
- Understands how to prioritize workload in a busy office environment and/or a remote work setting.
- Strong written and verbal communication skills.
- Proven ability to provide high quality customer service and ability to work with a diverse public in a welcoming, friendly, and helpful manner.
- Proficiency and comfort using the intermediate level functions of Microsoft Office suite (Word, Excel, SharePoint) and/or similar programs such as Google Docs.

BENEFITS

MLAC offers competitive compensation and benefits, including:

- Salary range of \$52,000 to \$76,800 for this position, depending on experience
- Comprehensive health and dental insurance plans
- Generous paid sick and vacation time off, paid parental leave, 13 holidays, birthday off and increasing vacation time with tenure starting at 3 weeks of accrued vacation the first year
- Flexible work schedule
- 403(b) plan with current employer contribution of 13.5% of the employee's annual salary
- Flexible spending and dependent care tax free savings plan
- Generous annual professional development allowance

To apply: Candidates should submit a cover letter and a resume as a single PDF by Thursday, April 3, 2025, to jobs@mlac.org. **Incomplete applications will not be considered.** Please put the job title in the subject line of your email, and, in your cover letter, please mention where you saw this posting. Reasonable accommodation in the application process will be provided upon request. No phone calls, please.