



Grants Officer

OUR ORGANIZATION

The Immigrant Law Center of Minnesota (ILCM) is Minnesota's premier provider of comprehensive immigration legal services to low-income clients of all nationalities. ILCM is a 37-person office with five locations in the State of Minnesota (including two Saint Paul offices and offices in Moorhead, Worthington, Austin), and one location in North Dakota. ILCM has been in operation for over 25 years, and is funded through individual, law firm, corporate, United Way, foundation, and local, state, and federal government support. ILCM's annual budget is currently \$3.7 million.

OUR MISSION

The mission of ILCM is to enhance opportunities for immigrants and refugees through legal representation for low-income individuals, and through education and advocacy with diverse communities. Our goals are to:

- Remedy legal problems by providing quality immigration legal services to low-income immigrants and refugees of all nationalities
- Prevent legal problems by providing law-related education to immigrants and refugees of all nationalities
- Raise public awareness of immigration issues to encourage sound public policy that protects the universal human rights of immigrants and is both compassionate and practical

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THE ROLE

Job Title: Grants Officer

Location: Flexible work environment with remote, hybrid, and in-office options

Type: Full-time/37.5 hours per week

Primary Duties and Responsibilities:

The Grants Officer will be responsible for supporting the overall institutional giving strategy and implementation at the organization. This individual will be responsible for maintaining a diverse grant portfolio of private foundation and government funding by researching, developing, writing, cultivating, submitting, and stewarding letters of inquiries, grant proposals, and grant reports.

Grants Facilitation & Management

- Lead grant proposal development and submission—preparing and organizing materials for proposals, and submit and monitor grant applications
- Submit grant applications via paper or online portals, and maintain list of passwords
- Research new funding and business development opportunities on a local, state, and federal level
- Coordinate and participate in funder site visits
- Manage the organization-wide grants calendar, ensuring that deadlines are met
- Partner with Finance team to ensure the timely production of financial data to support grant reporting and compliance; collaborate on budgets, expected revenues and strategies for development activities
- Partner with Legal team to ensure timely and accurate reporting of impact data in accordance with grant agreements, contracts, and memorandums of understanding

General

- Promote a culture of philanthropy and gratitude, empowering the entire ILCM team, Board, and volunteers to be involved with donor prospecting, engagement, and stewardship
- Demonstrate commitment to community centric fundraising principles
- Develop and maintain productive, positive working relationships with other staff members
- Maintain a level of flexibility with all staff, offer assistance to others as appropriate
- Work effectively and respectfully with individuals of diverse backgrounds
- Work within all agency policies, government regulations and the law
- Perform other tasks, responsibilities, and special projects as assigned or directed
- Maintain donor confidentiality at all times and have a strong understanding of personal and professional boundaries in an office setting

Experience and Qualification Requirements:

Education/Experience:

- Associate's/Bachelor's degree in related field or at least one years' experience in nonprofit grants management and/or grant writing.
- Track record of success in nonprofit grant writing and grant reporting

Other Skills/Requirements:

- Interest in serving the low-income immigrant and refugee community and experience working with persons of diverse economic, cultural, and ethnic backgrounds.
- Excellent oral, listening, and written communication skills, including excellent writing and proofreading abilities and grammar knowledge.
- Strong organizational skills and attention to detail in order to manage multiple projects concurrently, and to meet deadlines.
- Ability to work constructively with others, possess good judgment, learn quickly, and work well independently and under pressure—as well as in collaboration with other staff and with other organizations.
- Strong technical aptitude. Technical proficiencies with Microsoft Suite programs; Excel, Word, Outlook, Teams, and SharePoint & with databases for grant management (at ILCM we use GrantHub).

OUR VALUES

ILCM's values are grounded in respect for and partnership with our immigrant and refugee clients.

- We bring our full legal passion, dedicated attention and highest quality service to our low-income immigrant and refugee clients and their families.
- We value relationships with the communities we serve and seek to express their full potential and contributions through our work together.
- We work with excellence and integrity.
- We believe in taking action to make immigration systems work for all.

COMPENSATION & BENEFITS

ILCM is proud to offer a competitive compensation package:

- Annual compensation: \$62,500-\$67,500 (DOE)

Benefits:

- Paid- time-off including most major Holidays.
- Health (ILCM currently pays 90% of the employee & dependent portion of premiums and 80% for spouses/domestic partners).
- Dental (ILCM currently pays 65% of the employee and dependent premiums).
- Vision (Employee paid).
- FSA (ILCM currently contributes \$500 per year regardless of whether the employee is enrolled in ILCM's health plan)
- Life, Short/Long-term Disability Insurance
- IRA Plan w/employer match of up to 3% of the employee's compensation
- Remote connectivity stipend of \$50/month

Please note that all benefits programs are governed by plan documents. In the event of any conflicts, the plan documents will govern.

HOW TO APPLY

Please send a letter of interest and resume to: hr@ilcm.org. Open until filled. Qualified candidates will be contacted on a rolling basis for an initial screening call and will be offered more information on the rest of the process then.

Not sure you meet all the qualifications? Let us decide! Research shows that members of under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.

For more information, please visit our website: <https://www.ilcm.org/>

ILCM is an equal opportunity employer and is committed to providing a work environment that is free from harassment and discrimination. ILCM provides equal opportunity to all applicants for employment in accordance with all federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an employee's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by law. ILCM is committed to providing all reasonable accommodations required by law to qualified individuals with disabilities who are applicants for employment and/or who are employed at ILCM.