



Senior Program Associate, Federal Funding

The National Legal Aid & Defender Association (NLADA), founded in 1911, is America's oldest and largest nonprofit association devoted to excellence in the delivery of legal services to those who cannot afford counsel. We provide advocacy, guidance, information, training, and technical assistance for members of the equal justice community, especially those working in public defense and civil legal aid. The person selected for this position will identify new sources of grant funding for public defenders and will assist defenders in accessing this funding. The Senior Program Associate will also work with NLADA's Smart Defense Initiative training and technical assistance team to manage NLADA's grants from the U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA).

DUTIES AND RESPONSIBILITIES:

- Research existing federal funding opportunities for which defenders can apply
- Liaise with federal agencies to promote and support inclusion of the public defense community into federal funding opportunities and other related matters
- Develop a resource guide that helps defenders identify and track grant opportunities
- Develop web-based training on seeking grant funding, using the resource guide
- Offer one-on-one technical assistance to individuals who are applying for or have been awarded federal grants to improve indigent defense
- Perform grant management tasks in support of OJP grants to NLADA that seek to improve indigent defense systems (e.g., Smart Defense Initiative, CFDA Number 16.817)
- Create protocols for managing grants and tracking time and activities to meet specific project goals
- Oversee and complete all monitoring and reporting required by OJP
- Present to NLADA staff information derived from the review, analysis and tracking of compliance with the terms and conditions of the grant as well as compliance with government-wide and agency regulatory, policy, and reporting requirements

QUALIFICATIONS:

- Bachelor's Degree required, graduate degree preferred
- Two years relevant experience
- Excellent project management skills



- Ability to work independently
- Highly motivated and a self-starter
- Knowledge of grant application, management, and reporting protocols (e.g., familiarity with the DOJ Grants Financial Guide)

To apply for this position send a resume and cover letter to careers@nlada.org with the subject line "NLADA JOBS: Senior Program Associate, Federal Funding."

NLADA is an equal opportunity employer (EOE).