



BISHOP·ESCONDIDO·EUREKA·SACRAMENTO

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www.calindian.org

Heather Hostler, Executive Director

Director of Grants & Compliance – Sacramento Office

CILS is a statewide, non-profit corporation that provides legal services to Indian Tribes, Indian organizations, and low-income individual Native Americans on issues of federal Indian law. CILS maintains four field offices throughout California – Bishop, Escondido, Eureka, and Sacramento – and a Principal Office that shares space with the Sacramento field office. CILS currently receives more than \$3,000,000 in grant funding annually from a range of different private, state, and federal funders. For more information go to www.calindian.org.

POSITION SUMMARY:

The Director of Grants & Compliance is a new full-time position devoted to grant program administration, compliance and management including preparation, submission, compliance monitoring and reporting on all CILS local, private, state, and federal grants and providing grant support and compliance guidance to all four field offices.

As Director of Grants & Compliance you will be responsible for a high level of compliance work, grants administration and project management.

DUTIES:

Grants Administration

- Conduct quarterly, semiannual, and annual grant reporting
- Lead reporting efforts for all grants, including federal and state government funding
- Coordinate with attorneys and staff to collect relevant report related information
- Prepare grant renewal applications
- Seek and apply for new grant opportunities in collaboration with staff

Compliance

- Expertise in Legal Services Corporation Regulations
- Monitors Legal Services and State Bar legal opinions and compliance updates
- Develops policies to ensure organizational compliance and implementation
- Maintain all relevant document files necessary for compliance
- Conduct regular audits of field offices to ensure compliance

Case Management & Allocations

- Work closely with the Controller to ensure proper categorization and allocation of hours to individual grants and clients.
- Coordinate and lead ongoing staff training on case management system and time keeping
- Lead for migration of case management software to new program
- Pull data to inform effectiveness

Strategic Planning Project Management

- Work with Executive Director to keep strategic plan on track
- Meet with staff to work through barriers to reaching strategic plan goals
- Refine automated workflow to capture necessary data
- Pulls all relevant data for Continuous Quality Improvement

Data Management

- Responsible for developing and overseeing data policies
- Ensures adequacy, accuracy, and legitimacy of data
- Runs data reports regularly to ensure organizational efficiency and effectiveness
- Responsible for information systems implementation and integrations

Other Duties

- Report directly to the Executive Director.
- Member of the Leadership Team and work closely with the other members to guide the organization.
- Other duties as assigned.

QUALIFICATIONS:

Must have:

- At least 3- 5 years' experience in administration of grants at a non-profit organization.
- At least 3- 5 years' experience working in legal-aid, legal services, or other public interest equivalent organization.
- Interpersonal abilities that are professional and discreet and the ability to work collaboratively with a wide range of personalities with assertiveness and diplomacy.
- Attention to detail, punctuality, reliability.
- Demonstrated ability to troubleshoot and meet strict deadlines.
- Ability to work independently, as part of a team, and to take initiative.
- Strong work ethic and able to work long hours when required.
- Excellent organizational, written, and oral communication skills.
- Proficiency in Microsoft Office 365 and case management systems.
- Valid California driver's license.
- Willingness to travel (overnight stays may be required).
- Commitment to providing high quality legal services to low-income and Native Americans.
- Relevant job or educational experience which demonstrates the ability to perform the job

Preferred:

- Demonstrated interest in Native American rights, public interest law, and/or non-profit administration strongly preferred. Thorough knowledge of, or the capacity to quickly learn, the organization's office equipment, recordkeeping systems, management information systems, and related processes.
- Experience with Legal Services Corporation (LSC), California State Bar, Department of Justice or other large private, state or federal grant funders.
- Experience with Legal Server Case Management Software.

LOCATION:

This position is in person in the Sacramento office. Monday and Friday teleworking is possible and is voluntary. On some Mondays and Fridays, if business needs require your physical presence, teleworking will not be possible.

SALARY:

\$90,000.00 - \$110,000.00 annual salary D.O.E. CILS offers full family/partner medical, vision and dental benefits, AD&D, short & long-term disability insurances, life insurance, Section 125 Flexible Spending Accounts, generous leave policies and potential for annual performance incentive.

START DATE:

The ideal candidate would be able to start working on September 3, 2022.

TO APPLY:

Submit a resume, cover letter, and writing sample to Leann Ferry, Director of Administration, California Indian Legal Services, **Re: Director of Grants & Compliance**, 117 J Street, Suite 201, Sacramento, CA 95814. E-mail: PO-Hiring@calindian.org. We will accept applications until the position is filled. Incomplete applications will not be reviewed. All applicants will be notified when a final hiring decision is made.