

## SUMMARY

Northwest Immigrant Rights Project (NWIRP) seeks a **full-time, Grants and Contracts Associate** to manage a portfolio of grants and contracts (local, state, federal government and private foundation grants and contracts) as part of NWIRP's Grants and Contracts Unit. The selected applicant must be able to start their position as soon as possible. A minimum two-year commitment to the position is expected.

The Associate may be based out of any of NWIRP's four offices: Granger, Seattle, Tacoma or Wenatchee, WA. At the time of this posting, NWIRP staff is operating in a hybrid model, and some in-office work will be expected of this position (at least two full days per week).

## ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT

Founded in 1984, Northwest Immigrant Rights Project (NWIRP) is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. With over 150 employees, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

## RESPONSIBILITIES

- Manage a portfolio of grants/contracts, with responsibilities including:
  - tracking grant and contract requirements and deadlines,
  - maintaining contract files and documentation,
  - managing renewal applications,
  - monitoring performance and budgets (including those of subgrantee partners),
  - overseeing compliance-related tasks, and
  - submitting accurate and compelling grant reports, including narratives and data.
- Utilize NWIRP's case management system, LegalServer, to pull and analyze datasets needed for grant applications, monitoring, and reporting.
- Work in collaboration with other members of the Grants & Contracts team as well as the Finance Team and legal staff to ensure compliance with grant and contract requirements.
- Cultivate and maintain relationships with NWIRP staff, funders and sub-grantee organizations through regular and clear communication.
- Support the development of proposal narratives and budgets in collaboration with the Grants and

Contracts Director.

- Other duties may be assigned depending upon NWIRP's needs and the skills or passions of the successful candidate.

The anticipated work hours are Monday – Friday, 9 am – 5 pm, with a 30 – 60 minute unpaid lunch, but occasional evening and weekend work hours may be required.

## SKILLS AND QUALIFICATIONS

- Personal passion for immigrant rights with a belief in the [mission, vision and values](#) of Northwest Immigrant Rights Project; commitment to working in a culturally diverse environment.
- At least 3 years of significant work experience in non-profit organization(s), preferably with grants and contracts management.
- Strong technology skills including:
  - Intermediate proficiency with MS Excel; familiarity with utilizing Excel tools, such as pivot tables, to analyze large data sets.
  - Familiarity with G-suite tools like Google Docs, Google Sheets, and Gmail;
  - Proficiency in the use of web-based software, Microsoft Office applications, including Word and Excel, and web peer-to-peer communication platforms.
  - Familiarity with LegalServer (NWIRP's case management system) is a plus, but not required.
- Experience with managing federal grant compliance.
- Strong communication skills in writing, speaking and listening effectively.
- Ability to quickly grasp technical legal language and program data and to share this information in compelling ways with our funders through grant proposals and reports.
- Excellent independent problem solving skills; ability to work through ambiguity and reach resolution independently; willingness and commitment to learn on the job.
- Strong organizational/project management skills, including meticulous attention to detail, ability to prioritize and meet deadlines under pressure.
- Strong interpersonal skills and diplomacy to work with a wide variety of internal and external stakeholders.
- Highly motivated, dependable, and resourceful.
- Fluency in English and another language(s) is preferred, but not required.

**Physical demands:** While performing the duties of this job, the employee is regularly required to sit, stand and walk, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear as well as utilize the telephone, computer, pen and paper.

Under NWIRP's current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption). Staff may choose to wear a face mask in the workplace but it is not currently required.

## BENEFITS AND COMPENSATION

This is a non-exempt, hourly position, with a base salary dependent on experience. The base, annual salary for someone with 3 years directly-relevant experience is \$69,969.60 (\$38.44 per hour) and is higher depending on years of directly relevant experience. For example, if you have 10 years of directly relevant experience the annual compensation would be \$77,950.77 (\$42.83 per hour), and 20 years would be \$89,043.22 (\$48.92 per hour). The maximum salary is currently \$113,226.14 (\$62.21 per hour).

NWIRP is proud to be a unionized employer and this full-time position is covered by NWIRP's Collective Bargaining Agreement. NWIRP offers a generous benefits package, including:

- Fully paid health, vision & dental plans for employee-level coverage with employer-funded HRA and HSA options
- FSA and Dependent Care accounts
- Automatic employer contribution of 3% to 403(b) retirement plan
- 12 days of paid health leave per year
- 16 days paid vacation in your first year (with additional days in subsequent years)
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with State-paid leave
- 14 paid holidays with the ability to float 5 holidays
- Paid authorized absences for attending workshops, conferences, and other educational/training programs
- Employer-paid disability, life, AD&D and long-term care insurance
- 4 weeks (140 hours) of paid sabbatical after every five years of employment at NWIRP
- Eligibility to earn compensatory time
- Relocation bonus, if relocating over 100 miles for this role
- A subsidized transit pass is available if working in the Seattle or Tacoma offices

NWIRP is an eligible employer under the Federal Public Service Loan Forgiveness (PSLF) program.

## **COMMITMENT TO INCLUSIVITY, EQUITY & REPRESENTATION**

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process. Please contact [HR@nwirp.org](mailto:HR@nwirp.org).

## REPORTS TO

Grants & Contracts Director

## TO APPLY

Please upload a single-file document on our [Careers Page](#) containing your cover letter, resume, and a list of (3) references. In your cover letter, please address:

- How your personal or professional experiences qualify you for this role;

**The deadline to apply is September 11, 2024;** however, qualified applicants will be considered for the position on a rolling basis from the date of this posting until the position is filled.