

VACANCY ANNOUNCEMENT

Programs Officer

The DC Bar Foundation (DCBF) seeks a creative, strategic Programs Officer to support its grants, loan repayment assistance, and technical assistance programs. Reporting to and in partnership with the Director of Programs, the Programs Officer will assume lead responsibility for providing full lifecycle grants, loan repayment assistance awards, and technical assistance contracts. The individual selected for the position must be able to interface with our key partners including, but not limited to, the DC Access to Justice Commission, the District of Columbia government, local and national foundations, as well as organizations in the local and national legal aid network. This position is grant-funded.

Key Responsibilities:

Grants

- Research and stay abreast of civil legal aid
- Establish, document, and standardize grant management policies, procedures, guidelines, and requirements
- Draft written recommendations for funding
- Manage the full lifecycle of grants
- Conduct site visits and monitor grantee compliance
- Provide regular updates to key partners
- Negotiate annual grant agreements and prepare and submit programmatic and financial reports
- Ensure grants and contracts comply with all policies and requirements
- Assist with the preparation of documents for the annual single audit
- Write newsletters articles, press releases, and website content
- Prepare oral and written testimony for the Council of the District of Columbia
- Coordinate and manage timeline and deliverables for projects with consultants
- Supervise Programs Assistant, interns, and temporary employees on projects

Loan Repayment Assistance Program (LRAP)

- Oversee loan documents, award adjustments, repayment forms, and loan forgiveness
- Negotiate annual grant agreement and prepare and submit programmatic and financial reports

Training and Technical Assistance

- Research potential and existing programs in the legal aid community
- Develop new training and technical assistance programs and application procedures

- Manage scholarship program for legal aid attorneys and other grantee staff

Skills

- Highly organized, detail-oriented, and accurate
- Knowledge of and continual incorporation of job-related best practices into their work
- Self-motivated and able to meet deadlines for multiple projects while being flexible in work assignments
- Strong verbal and written communication skills
- Sound professional judgement
- Ability to work well with others in a small, congenial office and interact positively with a broad range of members of the public
- Ability to thrive in a fast-paced office and changing environment
- Proficiency with the Microsoft Office Suite (specifically, Outlook, Word, PowerPoint, Excel) and Adobe PDFs and forms
- Experience maintaining records and managing grants in databases (MicroEdge GIFTS Online, and Salesforce preferred)

Education & Experience: A college degree is required, as well as a minimum of 4 years of experience in poverty law, nonprofit services, and/or grantmaking.

Salary and Benefits: Salary is competitive and commensurate with experience. Benefits include medical, dental, vision, short-term and long-term disability, and life insurance; a traditional 401K; 12 paid holidays; 15 days paid vacation; a professional development stipend; and a transportation subsidy.

To Apply: Candidates should provide a resume, cover letter, and salary requirements via this [application link](#).

Application Deadline: Applications will be accepted until the position is filled. Interviews will begin immediately.

Equal Opportunity Employer