

## **PROGRAMS OFFICER**

### **THE FOUNDATION**

The DC Bar Foundation (DCBF), a 501(c)(3) organization established in 1977, funds, supports, and improves legal representation for the poor, vulnerable, and otherwise disadvantaged in DC, and we are committed to the vision that residents of the District have equal access to justice, regardless of income. We provide grants, training, and technical assistance to DC legal aid organizations and award loans to DC poverty lawyers to help with their educational debt.

The Foundation is located in the WeWork community on M Street in SE Washington D.C., right next to the Navy Yard/Ballpark Metro Station (green line).

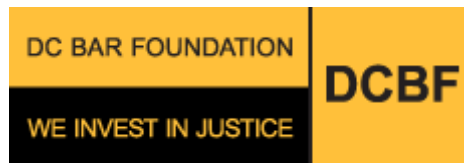
### **JOB DUTIES**

Reporting to the Director of Programs, this individual will play a critical role in managing the Foundation's grants, loan repayment assistance, and technical assistance programs. The primary responsibilities include, but are not limited to, the following:

- Manage the full lifecycle of grants
- Establish, document, and standardize grant management policies, procedures, guidelines, and requirements
- Draft written recommendations for funding
- Ensure grants and contracts comply with all policies and requirements
- Write newsletters articles, press releases, and website content
- Prepare oral and written testimony for the Council of the District of Columbia
- Manage timeline and deliverables for projects with consultants
- Supervise Programs Assistant, interns, and temporary employees on projects
- Oversee loan documents, award adjustments, repayment forms, and loan forgiveness
- Negotiate annual grant agreements and prepare programmatic and financial reports
- 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

### **MINIMUM REQUIREMENTS**

- Bachelor's degree
- Four years of experience in poverty law, nonprofit services, and/or grant making
- Proficiency with Microsoft Office Suite (specifically, Outlook, Word, PowerPoint, Excel) and Adobe PDF
- Experience maintaining records and managing grants in databases (MicroEdge, GIFTS Online, and Salesforce preferred)
- Knowledge of, and continual incorporation of, job-related best practices



**THE IDEAL CANDIDATE WILL ALSO POSSESS THE FOLLOWING QUALITIES:**

- Highly organized, detail-oriented, and accurate
- 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

**COMPENSATION PACKAGE**

- Salary commensurate with market and experience
- Generous health coverage including paid medical, dental, vision, life and disability insurance
- Health Flexible Spending Account
- 401(k) retirement plan with matching contribution
- 12 paid holidays per year, plus annual office closing between Christmas and New Year's
- 15 days of paid vacation per year
- Accrued sick leave
- Transportation subsidy

**HOW TO APPLY**

Candidates should submit a resume and cover letter with salary requirements. To apply, please visit the link below:

<https://dc-bar-foundation.hiringthing.com/job/80942/programs-officer>

**ADA/EEO Statement**

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

The DC Bar Foundation provides equal employment opportunity to all individuals. We do not discriminate on the basis of race, religion, sex, age, national origin, veteran status, disability, or any other characteristic protected by state, federal, or local law.