Employer: North Lawndale Employment Network  
Position: Grant Finance Administrator  
Reports to: Director of Finance  
Status: FTE, minimum 40 hours/week  
Hire Date: July 2022

Organizational Description
The North Lawndale Employment Network is a comprehensive workforce development non-profit on Chicago’s West Side dedicated to improving the financial lives of residents in the community. In 2021, we opened the doors of a new campus building to expand our outreach and programming to the people of North Lawndale and to house our two social enterprises, Sweet Beginnings, LLC and the Beelove café.

Our Mission
Our mission is to improve the earnings potential of the North Lawndale community through innovative employment initiatives that lead to economic advancement and an improved quality of life for residents.

The Opportunity
We are seeking a “Grant Finance Administrator” to administer and maintain our compliance with all grants – federal, state, and local. The role will regularly interface with our Development and Programs teams and serve as the lead liaison to fiduciary partners to ensure that we are complying and meeting all grant deliverables.

Key Responsibilities

Grant Management - Compliance

- Oversee approved funding contracts from a financial perspective to ensure that documentation and reporting requirements are met prior to due dates.
- Prepare and review information and reports for internal and external stakeholders.
- Develop and modify policies, procedures, and systems in accordance with government regulations and organizational needs and objectives.
- Contribute to and support processes and procedures that improve the efficiency of the development team and its interactions with the rest of the organization.
- Provide guidance in interpreting and executing applicable regulations.

Grant Management – Finance

Provides administration for the grants process throughout all stages, including receiving, assessing, tracking, payment/check requests, documenting all inquiries and/or proposals. Ensures that submitted documentation meeting legal requirements and adhere to deadlines.

- Participates in regular meetings with fiduciary partners to remain updated on reporting requirements and voucher deadlines.
- Work with Program Managers to develop budgets for upcoming fiscal years.
- Keep a schedule of grant renewal dates and reporting dates.
- Provide support requests from Grant Writer and the Director of Grants and Research for applications and regular reporting.
- Collaborate with the Development and Program teams to initiate new/update policies.

Qualifications

- Associates or bachelor’s degree in accounting preferred.
- Experience working in foundations, non-profits, or in the private sector, highly desirable.
- Familiarity with grant-making software – Raisers Edge, Foundant, and Salesforce
- Minimum 3 years of finance/accounting experience.
- Minimum of 2 years’ experience with federal grants.
- Good interpersonal skills with the ability to work with diverse groups.
- Ability to manage complex projects with set deadlines; resolves potential issues through creative problem solving.
- Ability to adapt to a changing work volume while maintaining high quality standards.
- High level of independent thinking and judgement, combined with solid logical and ethical reasoning.
- High level of attention to detail; good organizational skills.
- Knowledge of Microsoft Office applications.
- Knowledge of QuickBooks Desktop

Personal Qualities

**Methodical** — Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment.

**Reliable** — Reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high-quality service; highly capable of handling multiple tasks, projects and timelines; excellent oral and written communications skills.

**Trusted** — Ability to work with funders, partners, and staff of diverse backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders, and the residents that we serve.
Driven — Passion for the work and an interest in continuous learning and improvement.

Salary and Benefits

- Full-time salaried position with benefits (health, dental, and vision)
- Paid time off
- Starting Salary – $55K

Those interested should submit a cover letter and resume to info@nlen.org.

NLEN Core Values

Neighborhood-focused employment initiatives are fundamental.
Successful programs are neighborhood-focused and community-driven, so they meet the specific needs of individuals.

Quality of work matters.
People who work hard should not be poor. A full-time job must meet basic needs and offer conditions for engagement, advancement, and respect.

Economic mobility is essential to reducing poverty.
Family supporting wages and financial literacy are core to addressing economic insecurity, which disproportionally affects African American, Latino, and other families of color. Economic insecurity is not only impacting the poor; it has grown to threaten the middle class. Self-employment and entrepreneurship are critically important economic mobility strategies to generate income and boost household finances.

We must address the racial wealth gap and social inequality.
The United States’ history of racially charged public policy has created the modern racial wealth divide not just through the legacy of slavery and Jim Crow, but through the more recent race-based discrimination in hiring, housing subsidies, tax subsidies, and veteran benefits, as well as other implicitly and explicitly racist public policies.

Everyone deserves human dignity and empowerment.
To uphold this belief, we do all of our work in a manner that values human dignity and eliminates shame, humiliation, and stigma by building on the strengths that help our participants and community survive loss and trauma and rebalance the power dynamic between participants and authority figures.