



Advocates for Basic
Legal Equality, Inc.



OPEN POSITION:

Grants and Contracts Associate

ENCOURAGED TO APPLY BY

September 1, 2017

aly@alysterling.com



ABLE Seeks Grants and Contracts Associate

Advocates for Basic Legal Equality, Inc. (ABLE), a non-profit law firm that provides free, high quality legal assistance to eligible low-income residents of western Ohio, seeks a **Grants and Contracts Associate**.

The associate will track, coordinate, and implement ABLE and Legal Aid of Western Ohio, Inc. (LAWO) grant activities. The associate will also research and prepare grant proposals and reports, and maintain electronic files for nearly 60 public and private grants and contracts.

POSITION DETAILS:

- A bachelor's degree or relevant work experience is required, including a minimum of 5 years experience researching and writing non-profit grants and contracts.
- Computer proficiency.
- Must have outstanding interpersonal skills; strong organizational and project management skills; attention to detail; the ability to communicate effectively both verbally and in writing; and be able to work collaboratively in a team-based environment.
- Individual must be committed to ABLE's mission and the principle of equal access to justice.
- Some travel is required.

Equal access to ABLE offices is available.

Advocates for Basic Legal Equality, Inc.
525 Jefferson Ave., Ste. 300; Toledo, OH 43604

ablelaw.org

REPORTS TO:

Director of Grants and Contracts

LOCATION:

Toledo ABLE office

HOURS:

Full-time salaried position

COMPENSATION:

Based on experience; benefits package available.

TO APPLY:

Please submit a cover letter, resume and three professional references in one document to:

Aly Sterling

Founder and President
Aly Sterling Philanthropy
aly@alysterling.com

Only applications submitted via email will be accepted.

