



Grant Data Management Coordinator

Position: Grant Data Management Coordinator

Compensation: \$75,000 - \$85,000

Hours: 40 hours per week including some weekend and evening hours.

FLSA Status: exempt

Location: In-office

Reports to: Administrative Director

Deadline: Open Until Filled

Posting: TBD

About Asian Pacific Islander Legal Outreach and Grant Data Management

API Legal Outreach is the largest social justice legal organization focused on the Asian/Pacific Islander, Latinx, and immigrant communities of the Greater Bay Area and the Central Valley. A growing community-based organization founded in 1975, our mission is to provide culturally competent and linguistically appropriate direct services to the most marginalized segments of our community including low-income women, seniors, immigrants, and youth. With offices in Oakland and San Francisco, our work is focused in the areas of Gender-based Violence, Immigration and Immigrant Rights, Disability Rights, Senior Law and Elder Abuse, Anti-Human Trafficking, Youth Violence Prevention, Anti API Hate Violence, the preservation of affordable housing and small businesses, and other social justice issues.

Position Overview

Reporting to the **Administrative Director**, the **Grant Management Coordinator** at **API Legal Outreach** plays a critical leadership role in managing the **grant reporting, contract compliance, grant implementation** and guiding its legal operations. Candidates must be committed to social justice, and have expertise in relevant courtroom procedures, case management, and training. This role involves interaction with a variety of stakeholders, representation of the organization in diverse settings, and contribution to administrative and fundraising efforts.

Key Responsibilities:

Grant Reporting and Coordination (35%):

- Coordinate the drafting and submission of all reports and other data required by funders, including public entities and charitable foundations.

Database Development and Maintenance (15%):

- Assist with the development, design, and maintenance of databases for service reporting, billing/invoice preparation, and donor solicitation.

Data Analysis and Grant Integration (15%):

- Analyze service data and grant deliverables.
- Coordinate with APILO departments for integration of grant activities into systems and programs to ensure grant agreement fulfillment and accurate billing/invoice preparation.

Stakeholder Relations (10%):

- Represent APILO and maintain positive relations with existing funders, sponsors, public officials, and volunteers.

Fundraising Assistance (10%):

- Assist with fundraising work including grant applications, donation solicitation, and events.

Miscellaneous Office Duties (5%):

- Perform other office-related duties as necessary.

Training and Supervision (10%):

- Train and supervise the Grants Management Associate to assist in the above duties.

Minimum Qualifications:

- Data management and analytical skills
- Written and oral communication skills
- Demonstrated commitment to social justice through work for disadvantaged communities of color
- Highly motivated, detail-oriented self-starter able to work independently and as part of a team
- Proficiency with PC and database systems (Word, Excel, Abacus, and/or Salesforce)
- Demonstrated ability to work well under pressure, to prioritize responsibilities, and to meet deadlines
- Ability to work well in a team-oriented, multicultural work environment
- BA/BS degree
- Ability to speak an API language or Spanish is a plus

Preferred Qualifications:

- Five+ years of grant reporting and integration experience, supervisory experience; database development and analysis, and non-profit services experience.
- Experience with stakeholder relations and fundraising.
- Experience with Abacus and/or Salesforce, Word, Excel.

To Apply:

Please email a cover letter and resume with three professional references to jobs@apilegaloutreach.org. In the subject line, please write Grant Management Coordinator. In your cover letter, please address the following question: What about our mission inspires you?

Asian Pacific Islander Legal Outreach is an equal opportunity employer, committed to affirmative action. We strongly encourage applications from women, people of color, LGBTQ+ individuals, immigrants, and individuals with arrest or conviction records.