

Tennessee Alliance for Legal Services Seeks Grant Project Director

Organization Name: Tennessee Alliance for Legal Services

Position Title: Grant Project Director

Employment Status: Full-Time, Exempt

Location: Nashville

Supervisor: Executive Director

Supervisory Responsibilities: None

Job Summary: The Grant Project Director (GPD) will lead a statewide collaborative team (Family Centered Legal Solutions “FCLS”) that will stabilize low-income families through delivery of coordinated legal services in all 95 Tennessee counties. This position is funded by a grant from the Tennessee Department of Human Services. Personnel must adhere to the goals and outcomes detailed in the grant contract. This position is funded for the duration of the three-year grant, and subsequent renewal may result in a modification of job duties or responsibilities.

Duties/Responsibilities:

- Work with TALS, legal aids, and access to justice partners across Tennessee to implement FCLS- a large, statewide project that provides free, civil legal services to TANF eligible families and children.
- Work with attorneys on legal strategies and solutions to ensure best results for clients receiving free, civil legal services
- Oversee implementation of all legal case work and outreach activity, including partner engagement and sustainability activities.
- Develop and communicate project work plans, budgets, timelines and documentation of clearly defined scopes and objectives, in coordination with Executive Director and leadership of the legal aid firms
- Plan and lead FCLS meetings, training, and manage deliverables, in conjunction with Executive Director and other staff
- Ensure proper reporting by each grant partner, including the development of new reports if needed, and analyze derived data.
- Establish and maintain working relationships with community organizations, governmental entities and corporations.
- Monitor budget objectives, reconcile invoices and track deliverables, in collaboration with grant partner organizations. Review, monitor, draft and compile required reports.
- Facilitate monitoring visits and compile support documentation from all partners.
- Identify, secure, and participate in relevant training and resources for grant staff.

- Identify and explore sustainable funding for the program.
- Participate in all staff meetings, internal committees, and other meetings as requested.
- Comply with applicable organizational, professional and legal requirements for confidentiality
- Perform other duties as requested by the Executive Director.

Skills and Qualifications:

- Juris Doctorate required. License to practice law in Tennessee preferred.
- Prior management experience involving staff supervision, financial oversight, and budget development
- Collaborative leadership style, professionalism, integrity, energy, compassion, and sense of humor

Hours and Working Conditions: Work during office hours between 8:30 a.m. and 5:00 p.m., Monday through Friday. Work after hours or on weekends may be occasionally required. Occasional travel may be necessary.

Salary: Up to \$75,000. This job description is subject to change and is not designed to contain a comprehensive list of activities, duties, or responsibilities that are required by the employee.

To Apply: Please email your cover letter, resume, and a recent writing sample to Lbrown@tals.org with the subject line *Grant Project Director*

Last updated on June 18, 2024.

Print

Table of Contents

NEWS

News & publications

The news about recent activities for needed peoples.

[More News](#)

18 Jun 2024

Tennessee Alliance for Legal Services Seeks Grant Project Director

Organization Name: Tennessee Alliance for Legal Services Position Title:...

[Continue Reading](#)

20 Feb 2024

Memphis Area Legal Services Seeks New Executive Director

Position Description: Memphis Area Legal Services (MALS) seeks an...

[Continue Reading](#)