



## TO FILL

### **JOB TITLE:**

Grants Administrator

### **REPORTS TO:**

Chief Administrative Officer (CAO)

### **CLASSIFICATION:**

Full-Time, Exempt

### **ABOUT THE ORLEANS PARISH DISTRICT ATTORNEY'S OFFICE (OPDA):**

Jason Rogers Williams took office as the Orleans Parish District Attorney on January 11, 2021, and is building a 21<sup>st</sup> century prosecutors' office with a team of the best and brightest from around the country and a mission of being as smart on crime as the office has historically been tough on crime. New Orleans has led the world in convictions and incarceration for decades, without any corresponding decrease in crime. OPDA is simultaneously increasing safety and delivering justice with a laser focus on serious offenses and a belief that every New Orleanian deserves the presumption of innocence.

### **DUTIES AND RESPONSIBILITIES:**

The Grants Administrator is responsible for securing financial support to help OPDA carry out its mission, especially for those functions not typically funded by general revenues (e.g. Adult and Juvenile Diversion, Domestic Violence and Human Trafficking Units, Civil Rights Division, and Victim/Witness Division).

The Administrator will work closely with the District Attorney, CAO, First Assistant District Attorney, and Division/Unit Chiefs to identify needs and opportunities. The Administrator is charged with ensuring the timely and complete submission of all grant applications and reports, engaging with fiscal sponsors to ensure that funds are maintained as agreed upon, and working with the OPDA Accounting Department to ensure that funds are spent accurately.

The Administrator is expected to develop and execute a strategic and innovative plan for engaging and supporting critical community partners.

The Administrator will manage a multi-year, multi-million funding portfolio that currently sits at over \$7.5 million.

**QUALIFICATIONS AND SKILLS:**

- Minimum seven years of experience in grant writing and private fundraising, with ten years preferred
- Proven success in meeting significant financial revenue goals
- Demonstrated ability to manage a sizable grants portfolio in a fast-paced environment and coordinate multiple projects at once
- Passionate about promoting and addressing the needs of New Orleanians
- Ability to work flexible hours, including some weeks of over 40 hours
- Dependability in both attendance and work product

**SALARY AND BENEFITS:**

Salary is \$55,000-\$65,000, depending on experience. New hires may be eligible for:

- Enrollment in the City of New Orleans health insurance plan
- 6.44 hours of sick leave and no fewer than 6.44 hours of vacation leave per month (6.44 hours per month = approximately 10 days per year)
- Enrollment in the [New Orleans Municipal Employees' Retirement System](#)
- Federal [Public Service Loan Forgiveness](#) program
- A generous paid holiday schedule

**TO APPLY:**

Submit a completed [Employment Application Form](#), and supporting documents, as instructed on the form.

The position is open immediately. Applications will be considered on a rolling basis until the position is filled.

**EEO STATEMENT:**

OPDA is an equal opportunity employer. The office values a diverse workforce and management reflective of the communities that it serves. OPDA adheres to a policy of making employment, promotion, and other personnel decisions without regard to race, culture, color, religion, sex, sexual orientation, gender identity, national origin, marital status, caregiver status, prior record of arrest or conviction, citizenship, age, or disability.

**DIVERSITY, EQUITY, AND INCLUSION:**

OPDA is dedicated to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that OPDA employees invest in their work represents a significant part of the office's culture, reputation, and achievement. OPDA embraces and encourages employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make its employees unique.