



THE INTERNATIONAL  
LEGAL FOUNDATION

**Reports to:** Executive Director  
**Latest update:** January 24, 2024

### **About the ILF**

The International Legal Foundation (ILF) is seeking a Grants Administrator to join our New York office and to work with a diverse global team that is based in ILF offices around the world. The Grants Administrator supports all grant administration, including all aspects of pre-award, post award, and award closeout for ILF grants; works closely with the ILF global program and finance team to prepare proposals and ensure grant reporting is completed in a timely manner; coordinates internal deadlines for proposal submissions, program and financial reports; and provides ongoing analytical support of all ILF grant budgets, transfers and expenditures.

This is an exciting opportunity to join our collaborative international finance team, to advance in your career and actively contribute to the global fight for equity and social justice. Hybrid opportunities are available for this position, remote and in person at the ILF's New York office in Midtown Manhattan. The salary range for this position is \$70,000 to \$85,000. The ILF considers factors such as (but not limited to) scope and responsibilities of the position, candidate's work experience, education/training, key skills, internal peer equity, as well as market and organizational considerations when extending an offer. The ILF offers comprehensive benefits including health insurance and a 403(b) retirement plan.

Established as a not-for-profit organization in 2001, the ILF is a leading global advocate for the right to counsel. Our mission is to make justice a reality for poor people by fighting to guarantee high-quality legal representation for everyone arrested or detained. Around the world, we provide criminal defense services and build sustainable, effective legal aid institutions.

Headquartered in New York City, the ILF has programs operating in Afghanistan, the Republic of Georgia, Indonesia, Myanmar, Nepal, Tunisia, and the West Bank. To date, ILF lawyers have represented tens of thousands of people accused of criminal offenses and trained thousands of legal aid lawyers to provide quality legal aid services. The ILF also performs high-level advocacy, pushing countries, international institutions, and donors to prioritize legal aid as a fundamental human right and a crucial global development issue. Our work prevents torture and mistreatment, promotes alternatives to detention, and builds fair and effective justice systems.

### **Essential Duties and Responsibilities**

- Serve as the administrative point of contact for existing and prospective donors regarding grant budgets, payment schedules, and financial reports.
- Draft, assist, oversee, train, and manage all budgets for grant proposals and coordinate with relevant program and in-country finance staff before submitting to potential funders.

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- Perform grant-related pre- and post-award functions, including preparation of budget proposals, budget and expense analysis, periodic invoicing, financial reporting, reconciliations, budget modifications and extensions and grant closeouts functions.
- Add approved budgets to the accounting software, Fund EZ using the ILF database. Provide assistance to ILF country offices to do the same using their respective databases.
- Help prepare annual budget and provide relevant information to assist with its oversight.
- Review requests to use approved budget lines to ensure compliance with grant agreements and with the ILF's financial policies. Regular collaboration with ILF finance team to ensure compliance, including monitoring of budgets to actual expenses.
- Regular budget monitoring meetings with the program team in New York.
- Track spending under all restricted grants and identify grants that are at risk of non-compliance to make timely recommendations.
- Prepare budget modifications as needed.
- Monitor grant financial reporting schedule and prepare financial progress reports.
- Review and summarize key compliance components of all ILF grant agreements. Ensure that country project managers are aware of the guidelines and are monitoring compliance.
- Support ILF country finance departments, with a focus on developing their capacity to manage grants; budget preparations, monitor spending, and budget to actual reports.
- Weekly meeting with ILF country offices to ensure smooth flow of operations.
- Respond to donors and to ILF staff regarding all related inquiries.
- Donors point of contact for all grants and budget related matters.
- Send timely confirmation of payments received from donors.
- Provide monthly allocations to New York staff to allocate salaries to supporting donors.
- Support the annual financial audit by providing auditors with requested information pertaining to grant awards such as signed agreements, reposts submitted to donors
- Other duties/projects as directed by the ILF Executive Director.

**Skills and Experience:**

- 3+ years relevant experience including grant budget development or an equivalent combination of education and experience
- Pre-award and post-award budgeting experience
- Excellent Excel and MS Word skills
- Familiarity with accounting software, Fund EZ a plus and understanding of general ledger
- Excellent interpersonal communication skills
- Ability to convey complex information in a clear manner
- Robust analytical skills
- Meticulous attention to detail
- Flexibility with independent and team work
- Ability to work within strict timelines and handle multiple tasks
- Experience working in an international setting is preferred
- Previous experience providing training and/or technical assistance is a plus

Kindly submit a resume and cover letter with salary expectations to [jobs@theilf.org](mailto:jobs@theilf.org) by February 29, 2024. No telephone inquiries please. Only candidates selected for interview will be contacted.

*Antiracism, diversity, and equity are critical to the ILF's mission to secure equal access to justice for all. Our success is dependent upon providing the space, resources, and support that allow our global team to bring their full selves to work, and to thrive. The International Legal Foundation is an equal opportunity employer. We practice inclusive hiring and work to achieve and maintain diversity across races, genders, sexualities, abilities, and experiences. We strongly encourage candidates of all identities to apply.*