



## The Latin American Legal Defense and Education Fund

### Grants Associate

**The Latin American Legal Defense and Education Fund (LALDEF)** – located in Trenton, NJ – seeks talented, focused, and diligent candidates for the role of **Grants Associate**. Working in tandem with our Director of Development and Communications and reporting to the Executive Director, this position offers the opportunity to collaborate with dedicated staff to sustain LALDEF's development and fundraising efforts.

#### **Job responsibilities include:**

- Researching potential and existing individual, foundation, corporate, and government funders
- Drafting grant proposals and assisting with other donor correspondence as needed
- Revising grant reports in collaboration with program staff and the ED
- Updating & maintaining donor database and grants calendar
- Providing some administrative support
- Other duties as assigned by the Director of Development and Communications/ED

**Qualifications:** Candidates should be self-motivated and independent. Bachelor's degree required. Must be highly organized and a strong communicator. Must have a working knowledge of Google Workspace and Salesforce, as well as the ability to create budgets and expense reports. In addition, the ideal candidate is an enthusiastic, persuasive individual who thrives in a fast-paced environment. Preference will be given to candidates with prior development and fundraising experience.

**This is a part-time, fully remote** position with up to 20 hours/week of work. The salary is competitive for similarly sized organizations and commensurate with experience.

**Application Requirements:** Please send a resume and cover letter to [development@laldef.org](mailto:development@laldef.org).

**About Us:** The Latin American Legal Defense and Education Fund, Inc. 's (LALDEF) mission is to promote the rights of all immigrants with a focus on the Latin American community in the Mercer County area, facilitate access to health care, education, and legal representation; advocate for the integration of immigrants; and foster intercultural communication to strengthen our communities.

Revised 3/20/25