

Grants Manager for Statewide Programs

About the PA IOLTA Board

The Pennsylvania Interest on Lawyer Trust Accounts Board (IOLTA Board) is a non-profit organization operating as an instrumentality of the Supreme Court of Pennsylvania. The IOLTA Board's mission is to support free civil legal representation to low-income Pennsylvanians and victims of abuse. It fulfills its mission by making grants to civil legal aid organizations and law school clinical and internship programs. In fiscal year ending June 30, 2026, grants totaled \$45 million. More information can be found on our website (www.paiolta.org) including summaries of our work in our [annual reports](#).

IOLTA Board employees are highly competent stewards of public funds and committed to advancing equal access to justice. All of our employees are bound by the [UJS Code of Conduct](#)¹.

Job Description

The Grants Manager for Statewide Programs oversees the administration, compliance, and operational integrity of the IOLTA Board's statewide grantmaking activities, ensuring that processes are strategic, equitable, efficient, and in compliance with rules, regulations, policies, and audit requirements. This role manages systems, workflows, due diligence, reporting, and compliance monitoring. Reporting to the Executive Director, this position ensures that funding decisions are well-supported and that grants are administered with transparency and accountability. The position plays a critical role in safeguarding public resources and advancing the IOLTA Board's mission through effective grantmaking.

The Grants Manager for Statewide Programs primarily will be responsible for the management and oversight of grants to the Pennsylvania Legal Aid Network (PLAN) and Pennsylvania law schools, as well as the grant that funds the Loan Repayment Assistance Program. Additionally, this position will be responsible for special projects assigned by the Executive Director.

The position is based in Harrisburg, Pennsylvania. Preference will be given to Pennsylvania residents. Hybrid/remote work may be a possibility for the right candidate.

Responsibilities

- Manage all phases of the grant lifecycle, including application development, eligibility screening, application review and scoring, award processing, monitoring, and closeout.
- Serve as an expert on and monitor statewide grants in accordance with the IOLTA and Access to Justice Act rules and regulations, grant requirements, conditions, limitations and prohibitions, guidelines, and policies.
- Develop and maintain scoring rubrics, timelines, and documentation.
- Prepare grant agreements and amendments in coordination with the Director of Finance.
- Track and monitor grants, ensuring that all pre- and post-grant requirements are met, and that reporting obligations are fulfilled in a timely manner.
- Provide support and guidance to internal and external partners throughout the application and reporting processes.
- Review financial status reports, audited financial statements, and other grantee reports for compliance with all grant requirements ensuring alignment with the General Grant Administrative & Financial Provisions and applicable provisions of Uniform Guidance 2 CFR 200.

¹ Please note that the UJS Code of Conduct, Section V includes rules on not engaging in political activity. Please review this section prior to application.

- Identify, document, and resolve compliance issues timely and professionally, escalating issues to the Executive Director as needed.
- Maintain accurate grant records in SmartSimple, the IOLTA Board's grants management system.
- Review 'Agreed Upon Procedures Attestation Reports' filed annually by grantee audit firms for all statewide and specialized legal aid grants, identify and evaluate potential compliance issues.
- Review audit reports filed annually by all legal aid grantees, both statewide and specialized, in a timely manner for compliance with grant requirements, escalating issues to the Executive Director.
- Attend all PLAN monitoring visits and review the resulting monitoring reports to ensure that all identified issues are appropriately documented and that all PLAN programs are treated consistently.
- Attend all law school site visits, taking responsibility for the logistics and agenda, documenting each visit and conducting all necessary follow-up.
- Prepare reports for and respond to requests from the Executive Director to support decision-making, reporting, and evaluation efforts.
- Maintain organized records, prepare extensive materials for committee and board meetings, and effectively communicate relevant information.
- Manage time and workload to meet requirements effectively.
- Fulfill administrative responsibilities to support daily operations.

Qualifications

- Bachelor's degree in public administration, political science, sociology, or a related field; a JD or master's degree is preferred.
- At least five years of experience in a compliance-focused role, ideally within the nonprofit sector.
- Strong financial acumen, including the ability to analyze audited financial statements and apply financial concepts; experience with budget tracking, nonprofit cost allocation, and financial reporting.
- Experience using SmartSimple or similar grants management systems.
- Exceptional attention to detail, strong project management abilities, and excellent organizational skills; able to manage multiple priorities, adapt to changing needs, and work effectively with both internal and external stakeholders.
- Demonstrated ability to anticipate the needs of organizational leaders and adjust work plans and timelines accordingly.
- Clear and effective written and verbal communication skills, strong emotional intelligence, and the ability to build and maintain productive working relationships.
- Knowledge of philanthropy and a strong commitment to advancing access to justice.
- Savvy with computers and technology, including Word, Excel, Adobe Professional, and data management systems.
- Willingness and ability to travel statewide – approximately 10% of the time.

Note regarding Conflicts of Interest

The IOLTA Board is committed to fair, objective, and impartial grantmaking. To that end, an applicant or any member of their family may not have a business relationship with PLAN, Inc., any PLAN member, a Pennsylvania law school, or the Pennsylvania Bar Foundation. Members of an applicant's family may not be employed by PLAN, Inc., any PLAN member, a Pennsylvania law school, or the Pennsylvania Bar Foundation.

Starting salary range: Starting salary range: \$70,497 – 85,230

Benefits Include

- Medical, dental, and vision insurance (effective the first day of the month after hire; employee contribution currently 1% of gross pay)
- 403(b) retirement plan (employee contributions begin day one; PA IOLTA contribution currently 15% after one year, per plan terms)
- Employer-paid life insurance (\$100,000) and disability insurance
- Generous paid time off, including annual leave that increases with tenure, paid sick leave, and paid personal days (with eligibility and accrual based on employment status) and 14 paid holidays
- Paid parental leave (up to 4 weeks, eligible employees) and paid volunteer time off (up to 14 hours/year, eligible employees)
- Professional development support and potential remote work (role/approval dependent)
- Paid parking

Steps to Apply

Interested applicants should send their resume to Ali Weiland at aweiand@susangconsulting.com.