



m.i.c.a. PROJECT

Migrant & Immigrant Community Action

Grants and Compliance Manager

Application Deadline: Rolling, ideal start date during spring 2026

The Migrant and Immigrant Community Action Project (MICA Project) is a community organization committed to working with low-income immigrants to overcome barriers to justice. The MICA Project utilizes legal services, organizing, advocacy, and education to promote the voice and human dignity of immigrant communities.

MICA Project staff approach our work as a team, supporting and assisting each other. We are passionate about our work and seek someone to join us in working toward our vision of a world that honors the dignity of all people.

Position Description:

The Grants and Compliance Manager work, under the supervision of Co-Directors and Director of Grants and Compliance, to support the MICA project's development and operational needs.

Cultural fluency is highly valued. Persons of color, persons with disabilities, and gay, lesbian, bisexual, transgender and queer individuals are encouraged to apply.

Essential Duties and Responsibilities:

- Proposal Development & Writing:
 - Draft proposal sections, gather required attachments, and prepare applications for review and final approval by the director.
- Data & Documentation Management:
 - Maintain organized digital and physical grant files.
 - Track and updated grant-related data in CRM or grant management systems, ensuring accuracy and completeness.
- Internal Coordination & Communication:
 - Maintain the grants calendar, track deadlines, and send reminders to internal teams (programs & operations) to ensure timely submission of proposals and reports.

2650 Cherokee St. St. Louis, MO 63118

Tel: 314.995.6995 · Fax: 314.735.4359 · www.mica-project.org



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- Schedule internal check-ins and reminders to ensure teams meet grant-related deadlines.
- Reporting & Accountability:
 - Collect and organize programmatic and financial data from staff; draft report components for Director review and finalization.
- Monitoring & Compliance Support:
 - Assist in monitoring grant-funded activities to ensure alignment with grants requirements and organizational policies.
 - Support the Director in preparing for audits or monitoring visits by compiling required documentation.
- Program Evaluation Support
 - Support program evaluation activities by collecting, organizing, and maintaining program data; assisting staff with data entry; and preparing summaries or basic analyses for use in grant proposals, reports, and compliance documentation.
- Workflows & Process Development:
 - Document internal grant processes and workflows to support consistency and institutional knowledge.

Qualifications:

Do you think you have what it takes but don't necessarily meet all the requirements? Apply anyway – you could be exactly who we are looking for!

- Commitment to advancing and defending immigrant rights and willingness to support MICA's mission, vision, and values.
- Strong written communication skills with an ability to write clear, structured, and persuasive proposals.
- Experience in grant writing, preferably in a nonprofit or school environment.
- Understanding budgeting and financial reporting in a nonprofit context.
- Demonstrated success in securing grants and understanding of the philanthropic landscape preferred.
- Capacity to work both independently and as a member of a team in a fast-paced environment.
- Ability to prioritize and manage multiple tasks simultaneously and meet deadlines.

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- Strong collaboration and facilitation skills to establish and maintain good relationships with colleagues and partners.

Working Conditions:

- Full-time position (40 hours per week, 30-minute paid lunch each day)
- Use of flex hours is encouraged in order to maintain work-life balance
- This position is expected to be in-person at least 1-2 days per week.
- Open plan workspace, no assigned desk due to hybrid role, private workspaces available for reservation.

Annual Salary & Benefits:

Starting annual salary is \$63,500. Starting annual salary is determined by our equity-based compensation plan (which includes additional compensation for experience) and thus is non-negotiable. Benefits include paid vacation leave and PTO, fully- covered, robust health and dental insurance coverage (with mental health parity), retirement account, and professional development opportunities. This position will be hybrid with 3-4 days working remote and 1-2 days in the office.

Application:

Please send a cover letter, resume, and 2 references with contact information to Amandalopez@mica-project.org. Applications will be accepted on a rolling basis.