



Grants Coordinator

Salary Range: \$44,300 – \$64,300, Full Time Equivalent

Job Classification: Regular, Exempt

Minimum Hours Required: 32 Hours Per Week

Supervisor: Community Relations Manager

OVERVIEW

The Estuary Partnership has a well-established community relations program. Program activities include events, fund-raising, corporate and individual donations, grant writing, communications, and legislative relations. The Estuary Partnership receives base funding from Congress through the National Estuary Program and currently leverages that in approximately a 10:1 ratio to maintain programs. The community relations team actions are essential to the Partnership's success.

POSITION SUMMARY

This position is part of a team that implements components of the Estuary Partnership Comprehensive Conservation Management Plan, biennial workplans, and six-year implementation strategies for development, grant writing, communications, and events.

In support of organization priorities, this position coordinates planning, development, submittal and tracking of grant proposals for education, volunteer and technical projects. Key aspects are researching and identifying potential funding sources, maintaining a project catalog, coordinating the grant submittal processes, and tracking reporting deadlines with program managers. The position also assists with grant reporting. The position requires strong organizational skills and attention to detail and works with a fair degree of independence while maintaining regular interaction with the team supervisor.

Employees in this position have regular contact with all Estuary Partnership staff, as well as the Board of Directors.

Employees in this position may deal with sensitive issues, including sensitive donor and financial information, that require confidentiality, tact, and diplomacy.

This position is in the Estuary Partnership's Portland office and is primarily office-based, with occasional meetings and events outside the office.

MINIMUM QUALIFICATIONS

- Three years of experience in researching funding sources, writing grant applications, securing funding, tracking grant deadlines, and writing grant reports.
- A Bachelor's degree in communications or in a writing-intensive field required.
- Familiarity with natural resource topics and environmental education concepts and trends.
- Experience managing multiple proposals and awards and with database or tracking systems. Experience working collaboratively.
- Strong written and verbal communication skills.

ESSENTIAL DUTIES

- Complete assigned work, implement tasks for annual workplan and meet deadlines, adhere to organization policies and procedures, and respond to feedback from supervisor.
- Communicate regularly with supervisor and program managers on research, development and submittal status of grant applications. Serve as a liaison between project and program managers and supervisor during grant development process.
- Research and identify potential public and private grant or funding opportunities that match organizational funding needs.
- Manage a tracking system for application deadlines and requirements.
- Work with program staff to write grant applications and gather various support materials.
- Coordinate application process to ensure grant application is well-written, grantor requirements are met, budget is accurate, and the application packets is complete and submitted in accordance with grantor requirements
- Monitor submitted applications and gather additional information as requested by grant-maker.
- Manage a tracking system to monitor post awards to ensure report deadlines are met.
- Participate in team meetings to discuss and advance program objectives, enhance collaboration, and identify resource needs required to complete projects.

ADDITIONAL DUTIES

- Create grant reports, as required.
- Manage and track multiple projects and tasks simultaneously; complete tasks according to schedules and meet project objectives.
- Write and disseminate program or project information and make presentations on program or project information.
- Build and strengthen partnerships and foster collaboration with a variety of viewpoints and diverse interests to serve all communities and give people parity and equal engagement with, and in, the protection of natural resources.
- Participate in all-staff meetings.
- Represent the Estuary Partnership at meetings, conferences, and workshops and in other public settings.

ORGANIZATION STANDARDS OF PERFORMANCE

- Place the river and public trust at the forefront. Support and promote the mission and work of the Estuary Partnership. Be familiar with the activities of all Estuary Partnership program areas, the lower Columbia River and the National Estuary Program, natural resource protection, and community programming.
- Cultivate a positive work ethic and team environment. Exhibit a positive attitude and high level of professionalism. Support Estuary Partnership employees, Board members, volunteers, and partners.
- Provide exceptional service, internally and externally. Adapt and continually improve.
- Attend work regularly and on-time.
- Include diverse populations and underserved communities, such as communities of color and low-income communities, to improve racial, gender, and cultural responsiveness when working with colleagues and partners and in carrying out job duties and responsibilities.
- Exercise discretion and discern and maintain confidentiality.