



POSITION DESCRIPTION

POSITION OVERVIEW

ABOUT US	Established in 1966, Riverkeeper is New York’s premier water quality advocate. Our mission is to protect and restore the Hudson River from source to sea and safeguard drinking water supplies through advocacy rooted in community partnerships, science and law. Riverkeeper is a mid-sized not-for-profit based in the Hudson Valley, with an annual operating budget of \$4.9 million. This is an exciting opportunity to join a dynamic organization experiencing significant growth. For more information, visit www.riverkeeper.org .
JOB TITLE	Grants Manager
DEPARTMENT	Development
LOCATION	Ossining, NY; Hybrid schedule requiring a minimum of 3 days in the office.
REPORTS TO	Associate Director – Grants Management

POSITION SUMMARY

The Grants Manager is responsible for assisting the Associate Director of Grants Management with grant writing and reporting for government and private foundation grants, with the goal of achieving revenue growth in that portfolio from \$2 to \$3 million. This role will conduct research and follow-up on potential grant prospects from federal, state, and private funding sources.

ESSENTIAL DUTIES & RESPONSIBILITIES
(This is not an exhaustive list of all job duties, responsibilities, and requirements.)

- In partnership with the Associate Director, develop fiscal year revenue projections for foundation and governmental grants.
- Consult with program staff to develop action plans and budgets for grant proposals;
- Maintain the annual grants calendar, ensuring that all deadlines for letters of intent/inquiry, proposals, and reports are met;
- Manage a portfolio of foundations, corporations and government agencies, implementing moves management to maximize giving;
- Prepare research profiles of potential foundation, corporate, government and individual donors for review by the VP for Development, Board of Directors and other staff;
- Draft letters of inquiry, proposals, budgets, progress reports, and other materials as needed to funders, including individual donors when necessary;
- Track proposals, grant deadlines, correspondence, decision dates, next steps, and prospect ratings in the Raisers Edge database;
- Work with program staff to ensure compliance with grant requirements and contracts;
- Other duties that support the Development team as assigned.



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EXPERIENCE & COMPETENCIES
Research shows that women and people from under-represented groups often apply to jobs only if they meet 100% of the qualifications. Please know that no one ever meets 100% of the qualifications. If much of this describes you, we encourage you to apply.

This might be the right next role for you if you have 3-5 years of relevant experience in grant-writing preferably in the non-profit sector.

- Undergraduate degree or combination of education/work experience in a related field strongly preferred.
- Must have excellent writing and editing abilities, and strong communication skills to interact effectively with staff and donors.
- Direct experience working with institutional and government funders is preferred.
- Environmental organization experience through work, internships, fellowships, advocacy or volunteerism is a plus.
- Must be proficient in MS Office (Word, Excel, PowerPoint), Google Suite, and experience using databases and research platforms such as Prospect Research and Raisers Edge is highly desirable.
- Must be adaptable to working autonomously and as part of team in an open environment.
- Strong organizational skills in handling multiple assignments simultaneously while keeping attention to detail and accuracy.
- Ability to function in a fast-paced environment, be self-motivated and proactive in advancing Riverkeeper’s growth.
- Exercise discretion in maintaining the privacy of current and prospective donors.

OTHER EMPLOYMENT DETAILS

HOURS / SHIFTS	This exempt position is full time (40 hours/week). This position requires flexibility to work some evenings and weekends. Hybrid schedule requiring a minimum of 3 days in the office.
SALARY	Base salary range: \$65,000 - \$75,000 annualized, commensurate with experience.
BENEFITS	Riverkeeper offers health, dental, vision, life and disability coverage, retirement savings plan match, annual \$500 professional development stipend, Paid Time Off (vacation, sick, personal days, parental leave, holidays, summer Fridays), and other benefits; closed between Christmas and New Year’s Day holidays.
OTHER	All employees are must be fully vaccinated for Covid-19.
HOW TO APPLY	Application must be done <u>via email by sending a resume and cover letter</u> to humanresources@riverkeeper.org . Please write ‘Grants Manager’ in the subject line. The position will remain open until filled.