



Grants and Finance Coordinator

The Lancaster Clean Water Partners is seeking an experienced grants and finance person to support multi-million dollar initiatives that achieve water quality improvements in Lancaster county. The coordinator's primary responsibility is to oversee the financial integrity, procedural standards, and compliance needs for successful projects and grants on behalf of the Partners and the organizations participating. The Coordinator will also be responsible for tracking partner contributions, project budgets, and filing required reports on time and within each grant system portal. This includes growing the ways to support sub-grantees or partner organizations who require the same. The coordinator will work with partner organizations to write and act on funding opportunities plus manage existing projects, which will include applying innovative solutions and assuring excellent fiduciary oversight for collaborative approaches. The position will assist with various events and outreach needed for project success.

This coordinator will work creatively with and will report to the Director of Projects.

Primary Responsibilities

- Manage grants initiated/led by the Partners including but not limited to application development and submittal, reimbursement requests, contribution/match tracking, documentation of deliverables, internal coordination, invoice processing, and development and submittal of required reports.
- Manage project elements like coordinating with designated catchment leads and ensuring resources are available for partner organizations participating in the stream delisting strategy
- Lead the refinement and/or development of Requests for Proposals and other materials for programs/funding managed by the Partners.
- Coordinate financial accountability and reporting for the Partners
 - Prepare grant reports and financial reports for the Board of Trustees.
- Work with the Director of Projects to administer sub-awards: preparing grant agreements and contracts, assisting awardees with project issues, reviewing status and final reports, approving payments, reviewing revision requests, and more.
- Monitor sub-grantees and ensure financial compliance as outlined in grant agreements
- Manage the Clean Water Fund details, working closely with the Community Foundation staff to align with processes and opportunities

- Work with sub-awardees throughout their project to report successes, discuss and overcome any obstacles, and report results to funding partners
- Work with the Director of Projects to strengthen and use the grants management process and system that tracks the above mentioned tasks and documents specific timeline and targeted goal achievement as required by each grant.
- Research and know funders and their programs so the Partners take advantage of what is available (such as National Fish and Wildlife Foundation, Natural Resource Conservation Services, Department of Environmental Protection, private family foundations, and more)
- Coordinate with sub-awardees or subcontractors to ensure contracts, project deliverables, and collaborative tasks are in process or completed appropriately
- Provide clear guidance to partner organizations about grant performance expectations and help find resources for the accomplishment of expectations as needed.
- Relay updates on progress and follow up with project and/or grant leads
- Collaborate with partner organizations on new grant development as appropriate
- Contribute to the Partners' core value and commitment to equity and justice in our programming and relationships

Essential Skills and Requirements

- Experience specifically related to state and/or federal grant management is a must
- Proficient with grant software such as EasyGrants, Foundant, Field Doc, and willing/able to learn specific software tools (e.g. Google Drive, mapping tools).
- Experience with QuickBooks online
- Comfortable working on a small team
- Must be a flexible team player who is collaborative and maintains an eager attitude
- High level of maturity, empathy, and grace under pressure
- Excellent written and verbal communications skills
- Strong organizational skills and attention to detail
- Ability to manage and prioritize multiple complex sets of tasks (effectively multitask)
- Ability to meet hard deadlines
- Ability to effectively interact with a diverse set of colleagues including grantees, trustees, partner organizations, and community members
- A bachelor's degree plus 2-5 years of experience in grant writing, grant management, and/or project management
- Proficient with tools like Microsoft Office (Word, Excel, and PowerPoint) & Google Drive
- Current and valid driver's license

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Our job descriptions are guidelines, not hard and fast rules. Your experience, which may include paid and unpaid experience, including volunteer work, helps build the competencies and knowledge that translates to success in a position. Diversity of experience and skills combined with passion is a key to innovation and a culture of excellence.

Salary and Benefits

\$55,000 - 60,000 salary plus a generous benefits package

This is a full-time, grant funded position expected to work 40 hours per week. The position will be physically located in the Lancaster County Conservation District office at the Farm and Home Center in Lancaster, PA, and offers a hybrid work schedule with a preference for remote work. The Partners offer competitive compensation and benefits as well as a flexible work environment; diverse candidates are encouraged to apply. The Lancaster Clean Water Partners and the Lancaster County Conservation District are proud to be an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Organizational Overview

The Partners is a countywide, collaborative partnership of more than forty partner organizations that come together with a shared vision of clean and clear water in Lancaster by 2040. The Partners' mission is to rapidly accelerate and expand the ability of the partner organizations to restore and sustain healthy Lancaster County waterways. The multi-sector collaboration of this group is essential to accomplishing goals and requires intentional outreach, strategic and strong partnerships, as well as transparency and inclusive practices.

The Lancaster Clean Water Partners is a program of the Conservation Foundation of Lancaster County (CFLC), an independent 501(c)(3) organization whose mission is to promote, support, and sustain the stewardship, education and conservation activities undertaken by the Lancaster County Conservation District and other local partners. The person filling this position will be an employee of the Lancaster County Conservation District but will focus completely on the work of the Lancaster Clean Water Partners.