



Heritage Conservancy seeks to hire a Senior Grants Associate to join our Development team. The Senior Grants Associate will be responsible for all functions of a successful grants program including identification of opportunities, securing funding from private foundations and public grant programs, and reporting on grants. The best candidate for this role will be self-motivated, highly organized, and an excellent communicator.

Title: Senior Grants Associate

Status: Full time / 37.5 hours per week

Reports to: Development Manager

Position Summary:

The focus of this position is to:

- secure a steady funding stream from private foundations and public grant programs for the conservancy's projects, initiatives, equipment needs and operations,
- track grant receivables, budgets and expenditures in conjunction with Project Managers, and
- finalize grant reporting.

Essential Roles and Responsibilities:

- Expand and execute a Grants Program Plan, which includes: identification and development of fundable projects; prospect research; relationship building (internal and external); training and collaboration; proposal development and submission, and; grants management and tracking.
- Develop and submit proposals to support the Conservancy's projects and programs, strategic initiatives, equipment needs and operations on an annual basis.
- Responsible for the financial tracking and accounting of grant related project expenses to generate precise reports to foundations.
- Collaborate with staff members to identify and develop new programs, projects, and initiatives that reflect both the Conservancy's mission and funding source priorities.
- Communicate regularly with Program Managers to ensure coordinated efforts and activities concerning private foundation, corporate giving and public funding opportunities.
- Establish and maintain an integrated multi-user grants management and tracking system.
- Conduct research to identify private foundations, public and corporate sources, and community organizations that provide grants or philanthropic support for mission or project related activities.
- Establish strong working relationships and maintain on-going communications with key representatives of private foundations, corporate funding programs, community organizations and public agencies that may be prospects for funding support.

Essential Skills, Requirements, Education and Experience:

- Bachelor's degree and three to five years of experience is required.
- Ability to manage and organize multiple priorities
- Ability to evaluate, interpret and analyze both written and verbal communications

- Ability to adapt to rapid changes and expectations in office environment

How to Apply:

Please email your resume and a cover letter to: joinourteam@heritageconservancy.org.

Applications should be addressed to:

Katie Paone-Kulp
Development Manager
85 Old Dublin Pike
Doylestown, PA 18901

The position will remain open until filled.