



## Foundation for Pennsylvania Watersheds

Job Title: Grants Program Administrator

Supervisor: Executive Director

Location: Remote, or State College, PA

Position Type: Regular Full-Time, Exempt with 6 mo. Probationary period

Salary Range: \$60,00 – \$67,000 pending experience

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The Foundation for Pennsylvania Watersheds (FPW) is a non-profit grant-making organization dedicated to improving the health of Pennsylvania's watersheds. Founded in 1994, we invest in projects that protect the best and restore the rest of Pennsylvania's streams. The FPW works closely with local communities, government agencies, and conservation organizations to address the most pressing issues facing Pennsylvania's watersheds. We focus on investing in and helping implement innovative and sustainable solutions to address environmental challenges. We achieve this by funding and supporting innovative conservation projects that address watershed degradation, water quality improvements, and habitat restoration.

Find out more at [www.thefpw.org](http://www.thefpw.org).

### Position Overview:

We are seeking a dedicated and detail-oriented Grants Program Administrator who can help retool and take our grants program to a new level. The Grants Program Administrator works closely with the Executive Director to manage the administration of our grants programs, ensuring that our application process is easy, well managed, and ensures that grantees feel supported through the application, awarding, and reporting phases. This position will also help present the organization to the public through our grant portal, website, and other communication tools.

### Key Responsibilities:

#### Grant Program Management:

- Oversee the full lifecycle of the grant programs, from solicitation of proposals to grant award and final reporting.
- Work closely with the Executive Director to establish priorities for funding based on organizational goals and watershed needs.
- Develop and update grant guidelines, application forms, and evaluation criteria.
- Manage grant database, ensuring application process goes smoothly.
- Manage grantee data.

### Program Review:

- Evaluate current grant application and reporting system.
- Determine upgrades and improvements needed, with consideration to upgrade or potential overhaul of the grant management system.

#### Grant Application Review & Evaluation:

- Coordinate and facilitate the review process, including pre-screening applications and organizing review criteria for the Executive Director and FPW board.
- Ensure compliance with program objectives and grant criteria.
- Provide feedback and recommendations on grant proposals to the Executive Director and Board of Directors.
- Prepare presentations for the Executive Director and Board of Directors for review and approval of grants at least twice a year.

#### Grantee Support:

- Serve as the primary point of contact for current and potential grantees.
- Provide technical assistance to applicants throughout the application process.
- Monitor and assist grantees on reporting and ensuring grant deliverables are met.

#### Data Management:

- Maintain the online non-profit database and physical grant files ensuring the accuracy and integrity of data as well as grantee relationship history.
- Maintain relationship with grants management software vendor; coordinates with FPW's IT vendor to maintain software.
- Support the FPW's finance and communication functions; generates requested information, data, and reports from information maintained in the grants management database or other sources of information.

#### Financial & Administrative Oversight:

- Manage grant contracts, budgets, and disbursements, working closely with the finance team at the Community Foundation for the Alleghenies.
- Maintain a comprehensive database of grant applications, awards, and outcomes.

#### Community Engagement:

- Effectively represent the FPW within the community.
- Develop and maintain relationships with community partners, non-profit organizations, government agencies, and other stakeholders in the watershed conservation field.
- Collaborate with partner organizations to leverage additional funding and resources for projects.

#### Communications & Outreach:

- Promote FPW's grant programs through various communication channels, including newsletters, social media, and community outreach events.
- Organize informational sessions and webinars to educate potential applicants on grant opportunities.
- Establish and maintain FPW's communications channels for outreach to grantees.

#### Qualifications:

Bachelor's degree in environmental science, public administration, non-profit management, communications, IT, or related field. Relevant experience may be a substitute for formal education. At least 2 years of experience in non-profit work, grant management, program administration, organizational management, or a related field, preferably within the environmental or non-profit sector.

#### Desired Skills:

- Strong knowledge of environmental conservation, watershed restoration, and grant-making processes. Passionate about helping the organizations we serve, ensuring they are successful from grant application through final report.
- Excellent customer service skills.
- Excellent written and communication skills.
- Exceptional interpersonal skills. Focused listener.
- Exceptional organizational skills with the ability to manage multiple projects and deadlines.
- Excellent written and verbal communication skills.
- Experience with database management and / or proficiency in grant management software.
- Experience with donor and grant making software desirable.
- Ability to take initiative and manage projects through completion with minimal supervision.
- Strong interpersonal skills and the ability to work collaboratively with diverse stakeholders.
- Ability to develop rapport and engender trust with our partners and grantees.
- Knowledge of Pennsylvania's watersheds and environmental challenges is a plus.

#### Requirements:

Must have valid driver's license and access to reliable transportation for occasional travel.

#### Application Instructions:

Interested candidates should submit a resume and a cover letter detailing their relevant experience and interest in the position. Applications should be sent to [jobs@thefpw.org](mailto:jobs@thefpw.org) with the subject line "Grants Program Administrator". The cover letter and resume should be in one .pdf file, with the last name in the title.

Application Deadline: December 10, 2024

#### Equal Opportunity Employer

The Foundation for Pennsylvania Watersheds is committed to supporting a diverse, equitable, and inclusive workplace in which everyone is welcomed, valued, and supported. We recognize that diverse teams create the strongest organizations and welcome and encourage people from all backgrounds to apply. We provide a competitive salary, family coverage for medical, dental, and vision, along with retirement contributions and generous vacation and holiday benefits. We encourage professional development and offer hybrid work options.

The FPW is an Equal Opportunity Employer. If you are passionate about environmental stewardship and possess the skills and experience necessary to excel in this role, we encourage you to apply and join us in our mission to protect and restore Pennsylvania's watersheds.