



GRANTS ADMINISTRATOR (Part-Time)

Team: Operations

Reports to: Chief Operating Officer

Status: Non-Exempt / Part-time / 15-20 hours per week

Location: Doylestown, PA (hybrid)

Salary: \$25/hour

Position Summary

The Grants Administrator is responsible for the full lifecycle of grant management to support the organization's mission and strategic priorities. This role is responsible for identifying new funding opportunities, developing compelling proposals, and ensuring meticulous post-award management, including financial tracking and compliance reporting. The ideal candidate will have experience navigating the requirements of private foundations as well as state and local government grantors.

Essential Duties and Responsibilities

Pre-Award: Research & Proposal Development

- **Funding Research:** Identify and evaluate potential grant opportunities from private foundations, corporations, and state/local government agencies.
- **Proposal Writing:** Draft, edit, and submit compelling letters of inquiry (LOIs) and full grant proposals tailored to specific funder priorities. Coordinate proposals to support the work of various departments including but not limited to land stewardship and education.
- **Budget Development:** Collaborate with program and finance teams to create detailed project budgets and budget narratives.
- **Submission Management:** Ensure all applications are complete, including required attachments and supporting documentation, and submitted via relevant platforms before deadlines.

Post-Award: Management & Compliance

- **Grant Tracking:** Maintain a centralized grant calendar to track application deadlines, reporting requirements, and award acquisition.
- **Financial Monitoring:** Monitor grant expenditures and reconcile spending to ensure funds are used appropriately and remain in compliance with sponsor regulations.
- **Reporting:** Prepare and submit accurate monthly, quarterly, or annual progress and financial reports as required by various grantors.
- **Compliance:** Ensure adherence to grant-specific terms, conditions, and relevant government regulations where applicable.

Strategic Collaboration

- Data Collection: Partner with program staff to understand grant project objectives and to gather metrics and stories that demonstrate the impact of grant-funded activities.
- Funder Relations: Assist in the stewardship of current grantors by coordinating communications and addressing inquiries.
- Communication: Ensure smooth communication among needed departments including development, finance, stewardship and education to ensure both smooth submission and monitoring of grant progress across the lifecycle.

Qualifications & Essential Skills

- Bachelor's degree preferred
- 3–5 years of experience in grant writing and/or non-profit grant administration
- Experience with online grant portals and database management
- Familiarity with state/local government grant processes
- Exceptional written and oral communication skills
- Strong organizational skills and the ability to manage multiple deadlines independently
- Meticulous attention to detail and accuracy in documentation
- Self-motivated, willing to accept a challenge, and handle multiple priorities
- Proficient with Microsoft Office and Google applications
- Ability to work independently and collaboratively across departments
- High level of integrity and professionalism
- Successful candidate will be required to pass Pennsylvania child abuse clearances

Culture and Benefits:

Heritage Conservancy is committed to the overall well-being of its employees and offers a variety of benefits including:

- Flexible scheduling options in accordance with job requirements
- A fun and collaborative work environment and so much more!

ABOUT HERITAGE CONSERVANCY: Heritage Conservancy is a nonprofit organization that works in partnership with communities, landowners, businesses, governments, and other mission-focused organizations to ensure that the natural and cultural landscapes that make our region special endure and flourish. Founded in 1958 and based in Doylestown, PA, Heritage Conservancy has worked to protect 17,000 acres of open space, farmland, wildlife habitat, and important watershed areas throughout Bucks and in surrounding counties. We own and manage more than 50 properties, hold conservation easements on more than 270 properties, and actively pursue habitat restoration initiatives across the region. Heritage Conservancy also holds historic preservation easements and maintains a Register of Historic Places with over 700 entries. In our work to connect people with the environment and history of our region, to educate, and to inspire advocacy for land and watershed protection, we interact with thousands of community members every year, including more than 2500 students. Heritage Conservancy is nationally accredited by the Land Trust Accreditation Commission. To learn more, visit www.heritageconservancy.org.