



REGIONAL ENVIRONMENTAL COUNCIL

OF CENTRAL MASSACHUSETTS

P.O. Box 255, Worcester, MA 01613

Part Time Grants Manager

Compensation: \$16-\$20/hour DOE; 20-25 hours per week

Application deadline: April 27th

Supervision: Position reports to the REC Development Director

DESCRIPTION

The Regional Environmental Council, Inc. (REC) is a grassroots, nonprofit, environmental and food justice organization with a 45+ year history of working for environmental sustainability and social justice in Worcester and Central Massachusetts. Our programs and activities include community & school gardens, farmers' markets, youth development & employment, urban agriculture, environmental health advocacy and community organizing initiatives. We are seeking a motivated and skilled individual to manage our grants calendar and ensure the timely submission of grant proposals and reports. The Grants Manager will work both independently and in partnership with the Development Director and program staff to research, prepare, and submit grant proposals and reports to private foundations, corporations, and government agencies at the local, regional/state, and national/federal level. She/he will organize and maintain our electronic and physical files and folders and will have responsibility for all aspects of grants research, proposal writing/submission, and reporting for the organization. We are seeking candidates who are self-motivated, highly organized, can manage multiple tasks with competing deadlines, and can work well independently and in a team environment. Strong writing and research skills and high levels of organization and attention to detail are a must.

RESPONSIBILITIES

- Develop, write, edit, proofread, package, and submit grant proposals (to private foundations, corporations and government agencies) and reports. Assume primary responsibility for packaging and submitting all agency grant proposals while meeting internal and funder-imposed deadlines. This includes responsibility for ensuring that all required forms and attachments are included with each proposal and/or report;
- Coordinate grant proposal and report development and submission process with support from Development Director, and relevant management, program and administrative staff as appropriate;
- Schedule and facilitate regular meetings of the staff "Grants Team"; generate agenda and distribute minutes;
- Develop, maintain, and expand annual grants calendar (proposals and reports);
- Organize and maintain shared Dropbox "funding" folder and associated subfolders and maintain hard copies of proposals;
- Manage effective team communications and keep team on track to meet proposal and report deadlines with timely reminders;
- Track the status of proposals and follow-up to provide additional information as required by funders;
- Create and track funder acknowledgements, interactions, and contact info in donor database;
- Develop and manage system for ensuring all relevant staff understand commitments made by agency for grant outcomes and funder recognition (in printed and electronic materials, etc.);
- Create annual report and program reports in partnership with Development Director and program staff;
- Research public and private foundations, corporations, and government agencies and prospect for potential new funding opportunities;
- Research and track grant proposal requirements, submission and reporting deadlines;
- Administrative support including data entry, filing, mailings, and other office tasks;
- Participate in professional development activities and webinars when appropriate;
- Other duties as assigned;

QUALIFICATIONS

We are seeking an experienced grant writer with excellent verbal and written communication skills. Other qualifications:

- Interest in and commitment to the mission and values of REC
- Self-motivated, detail oriented, highly organized and reliable
- Ability to manage multiple tasks with competing deadlines
- Comfortable working alone and in teams both in-person and online
- Comfort with online collaboration tools, e.g., shared calendars, email, shared folders/files (Dropbox, Google Drive, Google Apps), and utilizing online database and project management software
- Excellent interpersonal and communication skills, both written and verbal
- Availability to work occasional evenings and weekends

The Regional Environmental Council is a grassroots non-profit organization dedicated to achieving universal healthy food access and social and environmental justice in the city of Worcester and beyond. **REC is an equal opportunity employer committed to an inclusive workplace. People of color are strongly encouraged to apply. Send resume, cover letter and writing sample to ajayi@recworcester.org (write "Grants Manager" in subject line).** Selected candidates will be contacted for an interview. No phone calls please.