



ADIRONDACK
LAND TRUST

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GRANTS MANAGER

The mission of the Adirondack Land Trust (ALT) is to forever conserve the forests, farmlands, waters and wild places that advance the quality of life of our communities and the ecological integrity of the Adirondacks. ALT's program area includes nearly 7 million acres in the Adirondack Park and northern New York. Through private initiative, community cooperation and a deep connection to the land, the Adirondack Land Trust has protected 26,710 acres since its founding in 1984. We currently oversee 16,134 acres under conservation easement, and own 1,565 acres of public preserves and conservation lands. ALT received its accreditation from the Land Trust Accreditation Commission in 2019, reflecting a commitment to sound finances, ethical conduct, responsible governance, and lasting stewardship.

POSITION SUMMARY

Adirondack Land Trust (ALT) seeks a creative, collaborative and experienced individual to manage our public and private grants processes from research to writing to reporting, to further ALT's goals. The **Grants Manager** is responsible for managing our overall grant efforts, optimizing our grant administration process, writing grant proposals, preparing project budgets, engaging and networking with private and public funders, ensuring compliance with grant requirements, documenting payments and expenditures, preparing progress reports, preparing financial and impact reports, and managing grant databases and files. The Grants Manager will work closely with the philanthropy, conservation, and finance staff to identify needs and facilitate grants from foundations, federal and state government and institutional grantors. This person will work primarily from ALT's main office in Keene, NY. New employees will be required to provide proof of COVID-19 vaccination.

KEY RESPONSIBILITIES

Grant Research

- Serve as ALT's lead staff person for grant research.
- Utilize their networks, skills and knowledge to track grant opportunities and identify new programs and foundations to which ALT can apply; lead decision-making on when and whether to apply.

Grant Cultivation

- Work closely with the philanthropy team, conservation staff and the board to cultivate new foundation and institutional contacts and relationships.
- Maintain genuine relationships with granting organizations through by sending thank you letters, invitations to events, and other relevant outreach.
- Establish and support other staff in peer relationships with foundation and institutional contacts, and accompany them during field trips, education programs and other events as needed throughout the Adirondacks.

Grant Proposal Writing

- Draft grant proposal narratives, problem statements, letters of inquiry, and other necessary content for grant applications in coordination with other ALT staff as appropriate to each grant.
- Review language drafted by others for clarity and grammar, and to meet criteria specified in RFPs.
- Work closely with ALT's finance manager and other staff as appropriate on budget preparation.
- Work with philanthropy staff on identifying matches.

Grants Management

- Coordinate closely with ALT staff during grant implementation.

- Maintain a system for tracking expenses, deliverables, outputs, and outcomes for grants and communicate with staff on upcoming milestones and deadlines.
- Support staff in developing evaluative tools and measurements for indicating success in grant-funded programs.

Records and Reporting

- Maintain and update ALT's digital and paper grant files.
- Keep track of and fulfill all reporting requirements in collaboration with other ALT staff as appropriate.
- Work with ALT communications staff in community and public outreach around grants.

QUALIFICATIONS

- Excellent written and verbal communication, listening and relationship building skills.
- Ability to synthesize information and follow direction.
- Experience with grant proposal writing, research, cultivation, records management, and reporting.
- In-depth knowledge of grants management practices.
- Strategic thinker with strong leadership qualities and project management skills.
- Strong organizational skills and attention to detail to manage project information files, grants compliance, and meet deadlines.
- Ability to work effectively both unsupervised and with teams.
- Bachelor's degree or equivalent professional training with 3-5 years of grant proposal writing and grants management experience.
- Ability to travel throughout northern New York and occasionally outside NYS, including some evenings and weekends.
- Additional experience in the following areas is a benefit: familiarity with relational databases (ALT uses DonorPerfect and Landscape); familiarity with the Adirondacks, conservation work or land trusts.

BENEFITS AND COMPENSATION

Reports to: Director of Philanthropy

Salary: \$49,000

Benefits: Paid vacation and holidays; matching contribution to 403(b) retirement; health, vision and dental.

HOW TO APPLY

Submit cover letter and resume by **June 3, 2022**:

Electronically to info@adirondacklandtrust.org or by mail to Adirondack Land Trust, PO Box 130, Keene, NY 12942

ORGANIZATIONAL STATEMENT

Data show that some types of candidates more frequently do not apply to a job because they don't feel that they meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. As a small and growing organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. If you feel passionate about our efforts and believe that you have the skills to succeed in this role, we want to hear from you.

We strive for a collegial environment of people who generate innovative ideas and work hard to implement them. We value diversity, equity and inclusion as essential to all aspects of conservation work, and to ensuring that the Adirondack Park welcomes and provides benefits for all people. We also understand the value of work/life balance.

ALT affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.