



JOB DESCRIPTION
Coordinator of Grants
June 2014

GENERAL FUNCTIONS

Under the supervision of the Director of Development (DOD), the Partnership for the Delaware Estuary's Coordinator of Grants will be responsible for maintaining and growing PDE's grant funding to support PDE's efforts in the Estuary. This includes researching and prioritizing funding opportunities, working with PDE Directors and staff to develop new proposals, communicating with grant funders, maintaining accurate records and handling grant reporting and administration.

This is a full-time professional position reporting directly to the Director of Development.

KNOW-HOW REQUIRED

1. Excellent written and verbal communication skills
2. Demonstrated ability to research and write grant proposals and project reports
3. Successful track record in securing grant funding in the \$30,000 - \$200,000+ range from a variety of sources, both private and governmental
4. Ability to manage and complete multiple short-term and long-term tasks simultaneously, and meet multiple overlapping grant and reporting deadlines
5. Knowledge of budgeting and record keeping, including the ability to create detailed project budgets for grant proposals
6. Familiarity with online grant application programs such as easygrants, grants.gov, etc.; Proficiency with Microsoft Office software; Experience using fundraising and constituent database for grant tracking (preferably Salesforce)
7. Strong organizational and coordination skills including ability to work with Directors and other staff to develop proposals
8. Ability to work effectively in coordination with project partners and stakeholders during project proposal phase and project implementation/reporting phase
9. Demonstrated ability to communicate PDE's mission and projects, and create awareness of PDE's work with various funders
10. Strong attention to detail including project management skills/experience
11. At least 3 years experience working in a related job; experience in the environmental field a plus.
12. Bachelor or higher degree from an accredited college or university; Preferred familiarity with some of the content domain of Partnership for the Delaware Estuary; Degree in environmental science or related field a plus, but not necessary

JOB FUNCTIONS

1. Assist Director of Development in increasing financial resources for PDE to enable a greater impact on improving the health of the Estuary through a concentration in the area of grant related funding.
2. Research grant opportunities and assist with prioritizing suitable opportunities for further consideration in coordination with PDE Directors and Executive Director.
3. Develop proposal ideas; Draft and edit proposals with input from Directors and other key staff.
4. Prepare all required grant forms and supplemental documents and successfully submit grant applications for government, corporate and private foundation funding opportunities in accordance with strategic priorities.
5. Track all funding requests through Salesforce.
6. Serve as PDE's main point of contact for government and foundation grant sources, building and cultivating relationships with their staff and serve as the lead PDE development staff contact for the Estuary Implementation Committee.
7. Manage grant reporting requirements and work with project staff to assure that the required information for progress reporting is provided, and with the Director of Finance and Operations to assure that the required financial information and invoices are provided in a timely manner.
8. Interpret and communicate the organization's objectives and programs to the funding community, representing the organization at meetings and public functions as needed, including participation in grant workshops/webinars.
9. Work with PDE Directors to identify and implement ways to improve the grant-writing and management process to maximize coverage of the costs of PDE's work and maximize the productivity and success of PDE's grant writing.
10. Assist with other development activities, including (but not limited to) the development of targeted messaging and outreach to corporations and ways to engage corporations in projects, planning and holding fundraising events, board and committee involvement, and strategic thinking.
11. Other duties as assigned.

EFFECT ON END RESULTS

The results of the Coordinator of Grants efforts will be to maintain and increase financial resources for PDE to enable a greater impact on improving the health of the Estuary through a concentration in the area of grant related funding.

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Interested applicants should submit a resume, names of three professional references, and a cover letter.

Applications must be received on or before **August 10, 2014**, addressed to: Debbie Heaton; Director of Development; Partnership for the Delaware Estuary; 110 S. Poplar Street, Suite 202; Wilmington, DE 19801; Phone: (302) 655-4990 x120; dheaton@delawareestuary.org.