

Grants Administrator

MAJOR DUTIES AND RESPONSIBILITIES

Due to programmatic and geographic growth, CPC is expanding its Advancement Team and seeks a Grants Administrator. The Grants Administrator will serve as liaison between the advancement, program, finance, and legal staff to assist in the management of CPC's grant portfolio, overseeing record-keeping, tracking grant deadlines and deliverables, assembling deliverables for funder applications and reports, and conducting institutional prospect research, as needed. This new role will also include processing of donations, data recording and tracking, and mail list coordination and extraction. Under the supervision of CPC's Advancement Director, the Grants Administrator will play a critical role in advancing the organization's institutional fundraising strategies and goals.

Grants Administration – 70%

- Serve as the point of contact for staff to administer all components of the grants cycle, including: grant documentation and agreements, grant compliance and deadlines, and financial requests and reports;
- Help ensure grant agreements are reviewed by Legal staff and signed by the Chief Executive Officer, as appropriate;
- Track grant deliverables and timetables and communicate deliverables to staff;
- Identify potential gaps and/or shortfalls in meeting funding and grant deadlines and communicate with program staff, as well as advancement and finance departments
- Submit foundation, government, and corporate grant reports and compliance needs in portals;
- Gather relevant data and financial information to assist Advancement Director in the creation of proposals and/or reports;
- Coordinate with Finance Department to help monitor and document expenditures made with restricted giving funds;
- Compile regular reconciliation reports and other reports, as necessary, to structure and implement grantmaking requirements and ensure effective workflow;
- Develop strategies to optimize the grant administration process; recommend and implement process improvements;
- Analyze budget and expenditure reports and ensure compliance with IRS and foundation-specific regulations for assigned grants; and
- Maintain accurate reporting for restricted grant budgets and expenditures, using CPC's financial management system MIP.

Donor Data – 15%

- Serve as the primary administrator for CPC's grant management tracking system, DonorPerfect, ensuring the accuracy and integrity of all data input and output;
- Day-to-day administration of DonorPerfect database including data/gift entry, thank you note generation, reporting and list outputs, and generating financial reports;
- Serve as liaison between DonorPerfect and CPC and keep staff informed on changes, updates, and system advancements;
- Develop strategies for maximizing the capabilities of current databases and best practices for information management and achieving fundraising objectives;
- Maintain and improve existing systems and processes to provide efficient gift processing and acknowledgement;
- Effectively work with the Finance Team to produce accurate reports and donation reconciliations; and
- Maintain all portals and files of standard attachments.

Additional Responsibilities – 15%

- Maintain CPC files, including contracts, property and grant records, corporate minutes, both digital and hard copy records.
- Complete other administrative tasks, as needed, including copying, sorting, mailing, etc.

Qualifications and Requirements

- Bachelor's degree and/or work experience in grants administration, accounting, or related field; and
- Experience with non-profit organizations and grants administration preferred.

Technical Skills and Abilities

- Proven track record in philanthropic record keeping and complex database management;
- Familiarity with contracts and agreements;
- Experience with budget development and monitoring;
- Experience with government grants – especially with Grants.gov – a plus;
- Advanced systems skills, especially experience with donor, grantmaking, and finance software (MIP, Raiser's Edge, DonorPerfect, or Salesforce, as examples) and Excel; and
- Ability to communicate and design communication approaches for relaying technical, budgetary, and program details to staff in clear and user-oriented manner.

General Skills and Abilities

- Outstanding attention to detail, organization, diligence and commitment to excellence;
- Ability to think and problem-solve creatively;
- Strong project management and time management skills, with the ability to prioritize numerous ongoing projects;
- Highly organized;
- Ability to meet deadlines;
- Excellent verbal and written communication skills;
- Highly collegial working style and ability to manage multiple projects simultaneously;
- Familiarity with environmental and/or land conservation issues is desirable; and
- Personal qualities of integrity, honesty, and discretion, including the ability to maintain the confidentiality of privileged information.
- Excel and other Microsoft programs highly desirable

Location & Physical Requirements

- The position is based in CPC's Houston office;
- Some evening and weekend hours may be required occasionally for donor events;
- Frequently sits for long periods of time;
- Frequently speaks, reads, writes and uses a computer keyboard; and
- May require occasional standing, walking, lifting, stooping, and bending.

Compensation

- Salary commensurate with experience; range \$50,000 - \$62,000;
- Benefits include Health Insurance and Retirement Plan Contribution; and
- As an exempt, salaried employee, the Grants Administrator is not eligible for overtime.

Application Process

Interested applicants should send a cover letter and resume in a single file PDF to info@coastalprairieconservancy.org with the subject line "Grants Administrator." No calls please. Candidate will be required to pass background check and provide references upon request.

Please note: If you do not wholly meet the above qualifications but believe you are otherwise well-suited to meet the needs of this position, we encourage you to apply and note details in your cover letter.

The Coastal Prairie Conservancy (CPC) is a 501(c)(3) land trust accredited by the Land Trust Accreditation Commission. As an equal employment opportunity employer, CPC is committed to

JOB DESCRIPTION

maintaining a non-discriminatory work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. CPC is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, and innovation.