

**HERITAGE CONSERVANCY**  
*Land · History · Community*

**GRANTS MANAGER**

Heritage Conservancy seeks a Grants Manager to oversee a \$500,000 (and growing) grant portfolio, with responsibility for managing and supporting all grants across the Organization. This position can be either full- or part-time and reports to the Vice President for Programs.

**ESSENTIAL FUNCTIONS**

Job responsibilities include: grant writing; grant administration (including maintaining records); quarterly reporting; awards and closeouts; coordinating with funders; coordinating and supporting internal and external stakeholders; collaborating and communicating with staff involved with grant deliverables; and identifying potential new sources of grants.

The ideal candidate will take a detailed approach to the job, while also being entrepreneurial in pursuit of new funding sources.

**RESPONSIBILITIES & SCOPE**

- Manage an existing portfolio of grants from public, private, and government sources.
- Research, evaluate, and track grant funding opportunities relevant to approved programs and projects.
- Work closely with Vice President and program staff to develop grant applications.
- Prepare and submit grant applications/proposals, monitor expenditures, track grant-related financial reporting, and review against project budgets.
- Coordinate with staff involved with grant deliverables.
- Ensure all grants are in compliance with organization and funder requirements.
- Evaluate and update the Organization's grant process as needed, in coordination with the Vice President.
- Manage and monitor grants by creating reports (quarterly, annual, and ad-hoc), tracking metrics, maintaining appropriate records and files, and meeting deadlines specific to the grant deliverables.
- Build and sustain relationships with funders to ensure that grants are in compliance with funder-stated outcomes.
- Maintain accurate internal files and records of grant-related expenses and reports prepared by Accounting Department.
- Monitor sub-award grants in accordance with grant agreements and terms.
- Support organizational reporting and compliance needs related to the annual financial audit and charity registration.
- Build and manage grant-reporting calendar based on grant research and analysis.

## **QUALIFICATIONS & ESSENTIAL SKILLS**

- Excellent written and verbal communication skills
- Proven critical and strategic thinking skills; detail-oriented
- Strong organizational skills, with the ability to be flexible and work under pressure to meet deadlines and address time-sensitive issues
- Experience with project management / productivity / collaboration technology
- Ability to take initiative and be self-directed
- Ability to develop and build strong effective internal/external working relationships

## **REQUIRED EDUCATION / EXPERIENCE**

- Bachelor's degree and 7+ years of applicable experience in grants management, or comparable education/experience

## **TO APPLY**

Interested applicants should send a cover letter and resume to Heritage Conservancy at [joinourteam@heritageconservancy.org](mailto:joinourteam@heritageconservancy.org). No phone calls please.

## **ABOUT HERITAGE CONSERVANCY**

Heritage Conservancy is a community-based, 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 more than 16,000 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 250 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](http://www.heritageconservancy.org).