Grants Associate
Position Description

Location: Annapolis, MD & remote
Reports To: Senior Director of Finance and Partnerships
Supervision: None
Status: Full-time, Exempt

Overview: The Grants Associate provides support for grant procurement and writing, grant database and metrics tracking, and grant report writing.

About Interfaith Partners for the Chesapeake: Interfaith Partners for the Chesapeake (IPC) inspires the power of faith communities in the Chesapeake Bay region to honor all of Creation by working together to protect and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed we share so all our communities, and future generations, may thrive. Since 2013, IPC has engaged more than 450 congregations to implement best management practices on their grounds and raise awareness among their congregants. IPC's programs are offered to congregations in Maryland and south-central Pennsylvania. Visit InterfaithChesapeake.org to learn more.

Location: This is a remote hybrid position. Remote work is a privilege afforded to staff who perform with highly disciplined independence. IPC has office space in Annapolis (7 Willow Street, Annapolis, MD 21401; currently this office space is not ADA-accessible). The Grants Associate will report to the Annapolis office at least once per week, on Tuesdays. A computer and peripherals will be provided and can be transferred to the employee's home office to facilitate remote work; however, reliable internet at the home office must be provided by the employee.

Role and Responsibilities: Working with the Senior Director of Finance and Partnerships, the Grants Associate will support the overall grant lifecycle management, knowledge management, and data analysis functions of IPC. This role involves collecting data, entering data into the appropriate systems or databases, creating reports, and ensuring that the organization's grant reporting and budgets are accurate and timely for our portfolio of 20-30 active grants and contracts. The Grants Associate will also assist in writing proposals and play a vital role in analyzing existing tracking systems and helping with developing and implementing potential new systems.

Management of Grant Program Data and Metrics

- Implement strategies for program evaluation and reporting.
- Track grant deliverables, monitor progress, and ensure timely grant reporting.
- Oversee the collection, analysis, and interpretation of program data to measure effectiveness and impact.
- Create dashboards, searches, reports, and other data analyses to support programmatic, financial, and operational decision-making.
- Ensure Airtable tracking base and other appropriate systems are up to date with project data and metrics.
- Facilitate initiatives to enhance reporting processes, implement new systems, and manage data effectively.
- Assume management of special projects, as assigned.

Management of Grants and Contracts

- Coordinate the entire grant lifecycle, from assisting in prospecting and proposal writing to post-award management.
- Work with the IPC Leadership Team to prepare and submit proposals to secure grant funding and contracts needed to carry out programs.
- Ensure all proposals are accurate, well-written, and meet grant requirements.
- Calendar all events critical to grants, including pertinent deadlines for grant proposals, reports, and invoices.

- Communicate with staff regarding upcoming grant reporting deadlines.
- Review all contracts associated with programmatic work to ensure that all deliverables and details are accounted for.
- Ensure all reporting activities comply with relevant regulations, policies, and audit requirements.
- Work with staff to collect data and information, create collateral, maintain photos, stories, and quotes for grant and report use, social media posts, and press releases.
- Assist with developing and overseeing subcontracts to IPC partner organizations.
- Help develop grant budgets, internally track budget variances, and assist with grant and contract financial reporting.
- Ensure compliance with grant guidelines, including maintaining detailed documentation of grant deliverables and financials.

Position Requirements:

- College degree preferred.
- At least 2 years of grant management and reporting experience, ideally including proposal writing.
- Familiarity with 2 CFR 200 a plus.
- Highly organized with excellent attention to detail and deadlines.
- Ability to work independently as well as part of a team.
- Excellent communication and organizational skills; ability to communicate and enforce reporting deadlines in a persuasive, professional manner.
- Demonstrated ability to manage multiple projects simultaneously.
- Proficiency in Excel and Google Workspace.
- Ability to use NationBuilder or other CRM systems.
- Experience with or ability to quickly learn Airtable and other grant management systems; experience with FieldDoc a plus.
- Comfortable learning new software and a willingness to experiment with new platforms.
- Willingness to learn new skills and independently troubleshoot problems.
- Strong passion and motivation to inspire people of faith to respond to environmental challenges.

Compensation: $45,000 starting annual salary. Includes paid vacation and holidays, medical and dental benefits (employer and employee cost-share), and a monthly stipend to help offset use of personal cell phone and home internet. Work-related travel beyond the office is reimbursed at the prevailing IRS reimbursement rate.

How to Apply: IPC is an equal opportunity employer. All applicants will be considered for employment without attention to race, ethnicity, religion, sex, sexual orientation, age, gender identity, national origin, veteran or disability status. In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented religions, races, and cultures to apply. Please upload ALL of the following through our **online portal**.

We can ONLY accept applications via our online portal at this time (*no* LinkedIn or Indeed applications please).

- Cover letter, summarizing your career progression and why you are interested in this position at IPC
- Resume
- Three (3) references

You can also access this job posting on our website at InterfaithChesapeake.org/jobs. Resumes will be collected until the position is filled. Interviews will begin immediately upon receiving qualified applications.