

Grant Writer and Development Manager

March 2022



Advancing the Clean Energy Future

Acadia Center is seeking a Grant Writer and Development Manager to play an integral role in advancing Acadia Center's grants work with philanthropic foundations. The Grant Writer and Development Manager will be excited to craft materials about the organization's programs and projects and work with the president and staff to shape ideas into compelling materials and reports on work and activities. This position will support outreach to foundation staff, manage a grants calendar and conduct research into prospective foundations. The Grant Writer and Development Manager will report to the president and work with the organization's program and communications staffs. Acadia Center offers a creative, respectful, and supportive work environment.

Responsibilities

The position will focus on three areas with the development team: (1) responsibility for central grant management; (2) helping to draft foundation-related grant proposals and reports and preparing and updating related organizational materials; (3) researching prospective foundations; and maintaining a database of supporting materials such as updated accomplishments and impact stories.

Writing and Editing Skills

- Assist in gathering information to shape into proposals and letters of inquiry
- Coordinate information and materials to prepare and draft grant reports
- Proofread and help edit grants proposals and reports and draft cover letters to foundations
- With the program and communication teams, prepare and update organizational and program accomplishment summaries and regular updates
- Maintain a materials library

Grants Management, Research and Prospecting

- Research potential new funders and provide summary descriptions of funding opportunities that align with Acadia Center's mission, strategic plan and program work
- Track prospect information with the grants management system
- Work with the president to identify foundations for deeper research
- Maintain a foundation and grants calendar and foundation portal information
- Support president with foundation relationship building, including maintaining meeting schedules

Requirements

- Enthusiasm for Acadia Center's mission and approach to equitable climate solutions.
- Experience with foundation materials drafting and preparation.
- Experience with foundation research and grants management.
- Excellent organizational, project management, and internal communication skills, effectively manages multiple projects and competing deadlines; sets priorities and schedules; able to use judgement to reprioritize and troubleshoot issues appropriately.
- Excellent attention to detail and proofreading skills
- Microsoft Office suite a must. Experience with Salesforce a plus.
- Strong verbal and written communications; knowledge and appreciation for grammar.
- Collaborative, strong team player with the ability to work collaboratively.
- Bachelor's degree expected, additional experience a plus.

Diversity and Climate Justice Commitment

Acadia Center is committed to a diverse work environment that advances goals to remedy racial, environmental and climate justice issues. We value a workplace of mutual respect, the ability to learn from one another and a team culture of inclusion, shared responsibilities, and decision making. Acadia Center is devoted to the values and ethics of diversity, equity, inclusion, and justice. People from diverse backgrounds and identities are strongly encouraged to apply.

Compensation

Acadia Center compensation is highly competitive with peer non-profit groups and compensation levels are commensurate with the selected candidate's experience and skill levels. This position may be structured as full or part-time and offers flex-time possibilities. The expected salary range is \$52,000-\$72,500 for full-time. Benefits for salaried employees include health care, dental, retirement, disability, and vacation. Acadia Center offices remain closed due to the pandemic and all work is remote. **Position Location:** Preference for Rockport, Maine but other Acadia Center locations may be considered. **Reports to:** President and CEO

Organization

Since its founding in 1998, Acadia Center has been a leading non-profit working to advance a low carbon, clean energy economy in the northeastern United States that benefits all. The organization's approach applies on-staff research to shape recommendations and implement reforms to state, local and regional policies that reduce climate pollution, advance clean energy, and improve the lives of all. We focus on legislative, regulatory agencies forums and developing materials for public education and engagement. Acadia Center uses a team approach that combines skills in economics, energy, climate, law, health, consumer, and demographic analysis into useful information for policy makers, the media, and the public. Building strong, effective relationships in coalitions, partnerships, and engagement with diverse stakeholders is a core hallmark of our approach. Acadia Center staff of lawyers, policy experts, researchers, and communicators are based in Rockport, ME; Boston, MA; Providence, RI; Hartford, CT; and New York, NY. For more information, please visit <https://acadiacenter.org>.

To Apply

To apply, please send a cover letter of interest, resume, two professional references, and an example of your writing to careers@acadiacenter.org. Please insert **Grant Writer** in the subject line and indicate where you saw the posting in the body of the email. Phone calls will not be accepted.

Acadia Center is an Equal Opportunity Employer. Acadia Center seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, creed, religion, sex, pregnancy, age, national origin or ancestry, physical or mental disability, gender, gender identity and expression, sexual orientation, genetic information, marital or civil union status, military service, citizenship, or any other characteristics and traits protected under applicable federal, state or local law.