

Grants and Relationships Manager

Search Open to September 29, 2022



Advancing the Clean Energy Future

Acadia Center is seeking a Grants and Relationships Manager to play an integral role advancing Acadia Center's engagement with philanthropic foundations and partnerships. The position will report to the president and work with staff to shape ideas into compelling materials and reports on work and activities. This position will support outreach to foundations, identify and work with diverse project partners (consumer, environmental justice, housing, community, business voices), manage a grants calendar and conduct research into prospective foundations. The position will report to the president and work with the organization's program, development and public engagement staff. Acadia Center offers a creative, respectful, and supportive work environment and seeks to build strong, diverse partnerships and networks.

Responsibilities

The position will focus on four areas of responsibility: (1) grant management; (2) drafting foundation proposals and reports and related materials; (3) researching prospective foundations; and (4) conducting outreach with potential partners and coalitions for project support.

Grants and Management

- Point responsibility to work with president and staff to develop and maintain an up to date library of materials that capture current and aspirational project ideas and shape them into compelling proposals, pitches and letters of inquiry materials to seek funding
- Be current with trends in philanthropic foundation giving and develop and maintain a development strategic plan with a focus on foundations, including foundation prospecting and research
- Coordinate information and materials and prepare and draft grant reports
- With the program, donor and public engagement staff, prepare and update organizational and program accomplishment summaries and regular updates and maintain a materials library
- Research and track prospect information with the grants management system and maintain a foundation and grants calendar and foundation portal information
- Support president and staff with foundation relationship building

Strategic Support and Outreach

- In conjunction with preparing proposal ideas, work with staff and board members to strengthen partnerships, networks, including conducting direct outreach, relationship building and project ideas development
- Participate with development, communications and senior staff and potential vendors to build and execute a visibility plan to amplify Acadia Center's presence among donors, foundations, media and policy leaders
- Participate with the president and other staff in engaging with potential partners

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.

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- Excellent organizational, project management, and internal communication skills, effectively manage multiple projects and deadlines; sets priorities and schedules
- 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. Compensation is expected to range from \$62,000 to \$79,000. This position may be structured as full, part-time or flex-time possibilities. 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. Remote work may also be considered. **Reports to:** President.

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 email a cover letter, resume, two professional references, and an example of your writing to careers@acadiacenter.org. Please insert **Grants Manager** in the subject line, indicate where you saw the posting and whether you are applying for full, part time or flex time or remote. 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.