

Grant and Donor Coordinator

Reports to: Director of Development



PennFuture's mission is to lead the transition to a clean energy economy in Pennsylvania and beyond. We protect our air, water, and land, and empower residents to build sustainable communities for future generations. Working throughout the Commonwealth, PennFuture's team of attorneys, policy experts, organizers, communications specialists, and advocates watchdog against polluters and environmental injustices, educate the public, and advance pro-environment policies.

INTRODUCTION:

The Grant and Donor Coordinator administers PennFuture's statewide grantmaking activities as well as supports donor engagement in western Pennsylvania. The primary responsibilities of the position are to research, manage, track, and organize PennFuture's foundation grants, including collaborating with staff to write and complete proposals and reporting. The position also supports identifying new grantmaking opportunities, keeping up to date with campaigns and organizational priorities.

The position will also support PennFuture's donor engagement, particularly in western Pennsylvania. This includes, but is not limited to, attending local events to meet potential donor prospects, support regional PennFuture fundraising events, and develop opportunities to grow PennFuture's donor engagement in the region.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE:

PennFuture knows that to achieve our mission, we need to ensure that all Pennsylvanians have equitable access to clean air, clean water, a stable climate, and a clean and sustainable economy. We are committed to ensuring diversity, equity, inclusion, and justice in our organizational culture, policies, practices, and programs. Like the environmental and conservation movement writ large, we have historically fallen short in our efforts to build a truly equitable Pennsylvania. Our vision is to center equity and justice in everything we do as well as to combat systems of oppression and injustices that have long harmed Pennsylvania's environmental justice communities.

JOB RESPONSIBILITIES:

- **Administers PennFuture's grant activities.** The Coordinator is the lead staff member for managing grants, including support for grant writing, tracking and communicating grant deliverables, drafting foundation acknowledgement letters, managing grant meetings, working with PennFuture's accountant on documentation, and maintaining and organizing all grant paperwork, reports, and filings in a central system. This position works closely with staff to track grant milestones and deadlines, as well as with staff experts and accounting on grant proposals and reporting.
- **Acts as primary contact for grants with foundation staff.** The Coordinator will be the primary contact between PennFuture and foundation staff on grant submissions, reporting, and deadlines. They'll attend Foundation meetings, support scheduling those

meetings, and occasional travel with staff to meet with Foundations.

- **Supports PennFuture's efforts to grow grant fundraising.** The Coordinator will support efforts to expand foundation fundraising, including researching new foundation prospects, tracking changes in foundation missions and priorities, and working with staff on new fundraising opportunities.
- **Supports donor engagement in western Pennsylvania.** The Coordinator will support PennFuture's donor activities in western Pennsylvania, including identifying and attending events and other opportunities to meet with potential prospects as well as working with staff on developing donor lists, scheduling meetings, and creating fundraising events.
- **Fulfill other responsibilities, as necessary.** The Coordinator will also support various and changing development activities throughout the year as well as any assignments from the Director of Development, as necessary.

PREFERRED EXPERIENCE AND SKILLS:

- Relevant professional experience in fundraising, grants management, grant writing; and/or donor engagement;
- Experience with fundraising in western Pennsylvania a plus;
- Commitment to the values of diversity, equity, inclusion, and justice and employing that in all their work;
- Strong interpersonal and organization skills; Demonstrated excellence in coordinating projects;
- Computer proficiency and a working knowledge of Microsoft Office applications, Google Non-Profit Suite software, and database and CRM software;
- A professional and resourceful style; the ability to handle significant responsibility; work independently and as a team player, including managing multiple tasks and projects at a time.
- Good writing and editing skills.
- Capacity and experience handling privileged and confidential information.

LOCATION, SALARY, AND BENEFITS:

The Grant and Donor Coordinator position is based in PennFuture's Pittsburgh, PA office. In general, PennFuture follows a hybrid work structure where employees can work remotely, from the office, or in the field, as needed, based on the demands of specific tasks, team collaboration, or personal work preferences. Staff work with their supervisor to ensure the right balance.

This is a full-time, exempt position. Salary range is \$50,000 to \$55,000. Benefits package includes health care, dental, vision, 5 weeks of paid vacation, 2 weeks of paid sick leave, 12 paid holidays, and a 403(b)-retirement plan with employer match.

PennFuture encourages applications from individuals underrepresented in the environmental community, including people of color, and persons with nontraditional work and educational experience. All applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, or political affiliation.

PennFuture requires proof of vaccination against Covid-19 as a condition of employment but, in some circumstances, we may provide an exemption based on a medical condition that precludes vaccination or because of a deeply held religious conviction.

SUBMISSION:

Applications will be reviewed on a rolling basis until the position is filled. Please submit your cover letter, resume, one written grant or fundraising example, and contact information for three references to dinicola@pennfuture.org. Please write "GRANT AND DONOR COORDINATOR" in the subject line.