



Grants Administrator

Position Summary

Parks & Trails New York seeks a Grants Administrator to assist with the launch and implementation of an exciting new grants program for non-profit organizations. The Grants Administrator reports to the Parks Program Director and assists with managing all grant-related activities, from initial inquiry from grantseekers to grant close-out. The Grants Administrator is an important member of our team and has the opportunity to work with organizations across the state. This is a new position.

Key Responsibilities

- Assist with all aspects of the grantmaking process and assure that all grantmaking activities are smoothly implemented, including:
 - Coordination and use of grants management software, including data entry
 - Responding to grantseekers' requests for information, assisting with the application process, and providing a positive experience for grantseekers and applicants
 - With Program Director and Executive Director, facilitate the application review process
 - Preparing docket for review committee meetings
 - Providing data and reports on grants program as requested
 - Coordinating logistics and outreach related to in-person meetings and online webinars for grantseekers
 - Working with Program Director, produce webinars for grantseekers
- Assist with communications related to the grants program, including webpages, social media, development and writing of print and electronic newsletters, fact sheets, reports, and other publications and promotions
- Keep informed of best practices in the grants management field and recommend improvements to the grants management process
- Potential to assist with events, such as I Love My Park Day, and with PTNY's advocacy efforts

Qualifications

- A bachelor's degree and two to four years' relevant experience
- A self-starter able to work with minimum supervision on multiple assignments and projects and thrive in a collaborative and fast-paced office environment
- Ability to problem solve and exercise good judgment
- Excellent written and oral communication skills, including delivering public presentations
- Extremely organized, with good systems for records maintenance, information tracking and workload prioritization
- High level of knowledge and comfort with range of computer software and web-based software
- Familiarity with grants management software a plus
- Knowledge of and experience in grantmaking, capacity building/technical assistance and the nonprofit sector a plus

- A passion for outdoor recreation and the environment

Work Hours: This is a part-time position requiring 21 hours per week. Additional hours are occasionally required. Work generally occurs Monday-Friday between 9:00 a.m. and 5:00 p.m. Ability to undertake occasional in-state travel with overnight and evening commitments. It is our hope that this position will grow to a full-time position.

Compensation: Competitive salary and excellent pro-rated benefits package.

How to Apply: Submit a resume and cover letter that addresses why you are excited by this position and why we should be excited about you. Please provide your salary requirements. The position will remain open until filled. Send materials to: Grants Administrator Search, Parks & Trails New York, 29 Elk Street, Albany, NY 12207, careers@ptny.org

Parks & Trails New York is an equal opportunity employer.

Parks & Trails New York is a leader in efforts to improve the quality of life of all New Yorkers through the expansion, protection, and promotion of a network of parks, trails, and open spaces throughout New York State. For more information about our work visit www.ptny.org