



Grant Manager – Job Description

The New Mexico Environmental Law Center (NMELC) is seeking applications for a Grant Manager dedicated to NMELC’s mission of working with communities to advance environmental justice and human rights. NMELC works in partnership with community organizations, coalitions, and other stakeholders to build multi-strategy approaches that address the systemic polluting of low-income communities of color and that advance community health and sustainability. **Black, Indigenous, People of Color (BIPOC), women and LGBTQ+ candidates are encouraged to apply.**

JOB TITLE:	Grant Manager	SALARY:	55K to 65K DOE
START DATE:	Negotiable	REPORTS TO:	Executive Director

JOB SUMMARY:

The Grant Manager is responsible for leading and expanding the organization’s overall grant portfolio and providing leadership in planning, researching, writing, budgeting, submitting, and tracking all grant deliverables and grant processes for NMELC. The Grant Manager will also help to develop relationships with foundations, corporations, and granting agencies and will take lead in helping to identify public and private grant opportunities that align with NMELC’s mission, vision, and strategic priorities.

JOB LOCATION: New Mexico

NMELC has two offices located in Albuquerque and Santa Fe. We follow a hybrid work plan (in office and remote). **Applicants must live in or be willing to relocate to New Mexico.**

COMPENSATION & BENEFITS: Full-time/exempt annual salary of 55K to 65K depending on experience. NMELC offers a competitive benefits package that includes health, dental, and vision insurance, 403(b) program, generous vacation, sick leave, holidays and sabbatical.

DUTIES AND RESPONSIBILITIES:

- Coordinate and process grant applications from concept to submission. Organize, compile, and analyze data related to proposed projects; compose and edit proposals; draft letters of inquiry, support, agreement, and commitment.
- Provide needed training on development of grant proposals; and assists ED with preparation and submission of renewal applications, grant modification requests, foundation correspondence, and reports.
- Take lead in ongoing grant prospect research that includes - actively researching, analyzing, and identifying funding opportunities in support of NMELC priorities; including thoroughly reviewing information on funding available from public, private, and corporate sources.
- Coordinate and facilitate meetings related to grant preparation and deliverables; researches concepts; prepare drafts for internal review on a timely basis and develop grant budgets in collaboration with ED and Staff Attorneys as needed.
- Carry out all grant development processes for NMELC and collaborate with ED to determine funding needs and identify funding opportunities.
- Ensure that grants match and are aligned with NMELC programs, services, and projects; especially ensuring that grants align to mission and goals of NMELC.

- Coordinate grant evaluation and other outcome metrics as needed for specific grants.
- Oversee and maintain an accurate and current record of all grants deliverables through a grants calendar and tracking system – grants submitted, active projects, reports, funding needs, potential funding sources and any other grant activities.
- Regularly update grant templates to ensure alignment with NMELC’s mission, vision, commitment to DEI, and strategic priorities.
- Communicate consistently with ED (including development contractors) regarding grant prospects, proposal and reporting requirements, and deadlines; keeps Executive Director informed in advance of all deliverable deadlines to ensure timely submittal of all grant deliverables.
- Support NMELC Development team (including development contractors) with other development-related projects and activities including donor outreach, general fundraising activities, and special events.
- Other duties that support the work of the organization as assigned by Executive Director.

REQUIRED SKILLS:

- Must embrace NMELC’s mission and be dedicated to working alongside communities on environmental justice issues
- Demonstrated commitment to racial and social justice, environmental justice and demonstrated commitment to the importance and integration of diversity, equity, and inclusion (DEI) initiatives and practices
- Strong desire and ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, gender identity, ability, and lived experiences
- Excellent knowledge of proposal submission and fundraising processes
- Demonstrated ability to writing successful proposals across diverse funding sources
- Must have the ability to connect grant funding to NMELC’s strategic priorities and communicate the connection to a broad and diverse audience
- Must be flexible and can meet deadlines and/or turnaround work in short time periods
- Excellent interpersonal, written, and verbal skills including keen attention to detail and strong editing skills
- Willingness and ability to embrace new and innovative fundraising strategies for NMELC
- Creative, self-starter attitude
- Time management and flexibility with job duties
- Ability to work well independently and as a member of a highly integrated and diverse team
- Ability and willingness to work evenings and weekends, as needed
- Demonstrated ability to solve problems and manage conflict in a manner that promotes learning and growth
- Ability to handle confidential matters with integrity

PREFERRED SKILLS:

- Bilingual (Especially Spanish and/or Indigenous Languages)
- Education and/or experience working with LGBTQ+, frontline, and Black, Indigenous, People of Color (BIPOC) communities
- Education and/or experience with environmental justice issues

EDUCATION AND EXPERIENCE: Minimum of a bachelor’s degree and at least 3 to 5 years of experience in non-profit development with a proven record of success in grant writing and grant management.

PHYSICAL REQUIREMENTS: Prolonged periods of sitting at a desk and working on a computer. Ability to lift up to 25 pounds at a time. Periodic ability to travel long distances.

APPLICATION DEADLINE: Open until filled

Applicants should submit a resume, cover letter, two writing samples minimum, and three references electronically to Dr. Virginia Necochea, Executive Director at vnecochea@nmelc.org. All required documents must be submitted electronically. Incomplete submissions will not be considered. Interviews may be conducted via online video conference based on guidance from government/health agencies.

NMELC is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor. Persons of color, women and LGBTQ+ candidates are highly encouraged to apply.

Learn more at www.nmelc.org.