



Grants Manager

The New Mexico Environmental Law Center (NMELC) is seeking applications for a Grants 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: Grants Manager
START DATE: ASAP

STARTING SALARY: 55K to 65K DOE
REPORTS TO: Executive Director

JOB SUMMARY:

The Grants Manager is responsible for leading and expanding the organization's overall grant portfolio and providing leadership in planning, researching, writing, budgeting, submitting, and tracking grant deliverables and grant processes for NMELC. The Grants Manager will support in developing relationships with foundations, corporations, and granting agencies and will take lead in identifying public and private grant opportunities that align with NMELC's mission, vision, and strategic priorities.

JOB LOCATION: Albuquerque/Santa Fe, New Mexico

NMELC has two offices located in Albuquerque and Santa Fe. We follow a hybrid work plan (in office and remote).

COMPENSATION & BENEFITS: Full-time/exempt annual salary of 55K to 65K depending on experience; *salary can be negotiated for highly experienced applicants*. Benefits include employer paid health, dental, and vision insurance; 403(b) employer-match program; 20+ days of paid holiday time; 120 hours of PTO per year; 96 hours of sick leave per year; and 3-month sabbatical after qualifying period.

DUTIES AND RESPONSIBILITIES:

- Coordinate and process grant applications from concept to submission. Organize, compile, and analyze data related to proposed projects; draft and edit proposals and reports; draft letters of inquiry, support, agreement, and commitment.
- Assist 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 researching information on funding available from public, private, and corporate sources.
- Coordinate and facilitate meetings related to grant preparation and deliverables; research 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 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, strategic plan; 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 with ED (including development contractors) regarding grant prospects, proposal and reporting requirements, and deadlines; keep Executive Director informed in advance of all deliverable deadlines to ensure timely submission 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 committed to helping to advance environmental justice
- Demonstrated commitment to racial and social justice, environmental justice and the importance 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
- Strong knowledge of grant proposal process from start to finish
- Demonstrated ability to write 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, able to meet deadlines, and complete 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/social 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 demonstrated work experience in grant writing and/or 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: August 1, 2023

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.

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.