

## **JOB TITLE: Part-Time Grants Writer and Coordinator**

Urban Green Council is looking for a professional, detail-oriented Part-Time Grants Writer and Coordinator to oversee the grant writing and coordination activities of its 15-person organization that works to decarbonize buildings for healthy and resilient communities.

Reporting to the Senior Director of Development and Communications, the Part-Time or Contract Grants Writer and Coordinator will play a critical role in the internal operations of the organization. This is a contract position that will initially be a 6-month contract, with potential to extend beyond that. The Grants Writer and Coordinator will work 15-20 hours per week.

Urban Green Council is a hybrid workplace, most employees live in the greater NYC area but we would consider a remote hire for this position.

### **The person who will best succeed in this role:**

- Has a proven track record of successfully securing grants for non-profit organizations, preferably in the sustainability or environmental sector.
- Demonstrates exceptional attention to detail and the ability to manage multiple grant applications simultaneously.
- Exhibits strong organizational and time management skills, with the ability to meet deadlines consistently.
- Possesses excellent interpersonal skills and the ability to collaborate effectively with team members and external stakeholders.
- Experience writing proposals and reporting on Federal grants.

### **A few other qualities we are looking for include:**

- Experience planning and facilitating meetings, both at the departmental and organizational level.
- Strong written and verbal communication skills and the ability to convey complex processes in a clear and concise manner.
- Proficient in Microsoft Office, Google Apps, and Mac products.

### **KEY RESPONSIBILITIES**

- Write compelling grant proposals and grant reports tailored to the requirements of various funding organizations.
- Coordinate with program staff to gather necessary information and data for grant applications and reports.
- Manage grant submission timelines and ensure all deadlines are met.
- Maintain accurate records of grant submissions, awards, and reporting requirements.
- Collaborate with the development team to develop fundraising strategies and goals

**Compensation:**

The salary for this position is \$50/hr.

**How To Apply**

If you are interested in this position, please fill out this [application form](#). After submitting your application, you can expect to hear from our hiring team regarding their decision within a few weeks. You may reach out to [jobs@urbangreencouncil.org](mailto:jobs@urbangreencouncil.org) with any questions, but applications received by email will not be reviewed.

**Diversity, Equity and Inclusion Statement**

We believe the path to decarbonizing buildings and creating healthy and resilient communities includes a diverse team of people with different backgrounds, experiences, and perspectives. At Urban Green Council we are committed to championing diversity, equity and inclusion across all areas of our organization, including our recruitment and hiring practices. We encourage you to apply if you are excited about this position and can see yourself in this role, even if your experience doesn't align perfectly with every qualification listed.

*Urban Green Council is proud to be an equal opportunity employer and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, or any other applicable characteristics protected by law.*

If you need a reasonable accommodation during the application or interview process, please email [jobs@urbangreencouncil.org](mailto:jobs@urbangreencouncil.org).

**Urban Green's Organizational Values**

- Excellence: We strive for innovative high-quality programs and ideas.
- Inclusion: The diverse voices and backgrounds of our employees, board of directors, members, and partners make us stronger.
- Collaboration: We believe consensus delivers better solutions and teamwork is essential to our success.
- Engagement: We promote a culture of performance, participation, and curiosity.