JOB POSTING: Director of Grants Management & Administration

The Ohio Environmental Council seeks a full-time Director of Grants Management & Administration to maximize the organization’s grants revenue and ensure funding sustainability for the future. As a member of the advancement department, this individual will lead the organization’s grant-seeking efforts and assist with strategies. This role will help secure strong financial support across the OEC family of organizations, whose work is largely grant-funded (65%+ of revenue). The ideal candidate will be able to work independently while meeting deadlines and juggling multiple priorities in a results-oriented environment. They will have excellent written and oral communication skills and attention to detail. They will also have a strong understanding of nonprofit financial reporting. This position is an opportunity to join a fast-paced, growing organization and expand the Ohio Environmental Council’s impact in the Buckeye State.

Job Responsibilities & Performance Expectations

The Director of Grants Management & Administration reports to the Vice President of Advancement and is responsible for the following:

● Lead the writing and editing process for all grant proposals and reporting materials.
● Chart a course to set, meet, and evaluate the OEC’s grantseeking goals with the support and leadership of staff.
● Provide administration for the grants process throughout all stages including proposal narrative and budget development, receipt of grants, assessment, tracking, and documenting.
● Assure that submitted documentation meets all requirements;
● Craft and implement a robust, relationship and need-driven grant-seeking strategy and plan that garners strategic renewed and new partnerships.
● Translate internal project budgets and financial reports into external-facing budgets and reports to ensure potential funders understand organizational needs.
● Collaborate with staff to ensure grants are spent and implemented as intended by the grantor and align with the organizational budget
● Conduct work through the lens of justice, equity, diversity, and inclusion to ensuring all Ohioans have equal access to the environmental movement

The Director of Grants Management & Administration must:

● Plan and meet deadlines.
● Demonstrate initiative and coordinate cross teams seamlessly.
● Approach new ideas with a sense of possibility.
Translate broad goals into achievable steps.
Adhere to the highest ethical standards in grants management and grant seeking.

Qualifications

- Demonstrate a track record of success in grant seeking with private, community, government, or corporate foundations;
- Experience working with financial management systems within nonprofit organizations;
- Strong skills in budget analysis and reporting;
- Excellent interpersonal oral and written communication skills;
- Strong attention to detail;
- Ability to work both independently and collaboratively while meeting deadlines and juggling multiple priorities in a results-oriented environment;
- Shares our commitment and actively contributes to integrating racial justice and equity into our work and ensuring an inclusive organizational culture.

Compensation
This position is full-time, exempt, pays between $52,721-$64,437 and is within the bargaining unit represented by the OEC Workers United. Excellent benefits include employer-paid health, vision, dental, and life insurance; flexible and dependent care spending account; generous paid time off; paid parental leave; and employer-matched retirement fund.

About the OEC
The mission of the Ohio Environmental Council is to secure healthy air, land, and water for all who call Ohio home. The OEC works for pragmatic solutions to keep Ohio clean and beautiful, and our communities safe. We fight for clean air and water, clean energy, and protected public lands. We hold polluters accountable in court while working with communities and companies that want to invest in a clean, more sustainable direction. For over 50 years, we have led many of the major environmental policy wins in Ohio. Visit the OEC’s website to learn more about our vision, values, and work.

The Ohio Environmental Council is committed to working toward a just, equitable, diverse, and inclusive environmental movement, and seeks to hire staff and contractors that reflect the diverse communities and perspectives that comprise Ohio. The OEC is an equal opportunity employer. Candidates of all backgrounds are highly encouraged to apply.

How to Apply
Send a cover letter explaining why you are the ideal candidate for the position, your resume, writing sample, and references to OEC@theoec.org with “Director of Grants Management” in the subject line. Applications will be considered on a rolling basis.