

Grant Writer and Coordinator

[Urban Green Council](#) is seeking a motivated, detail-oriented team member to oversee the grant writing and coordination activities within our Education department. Urban Green creates and delivers impactful education and workforce development programs that accelerate the decarbonization of buildings for healthy and resilient communities. Much of this work is funded by State, Federal, and private grants.

Reporting to the Senior Director of Education, the Grant Writer and Coordinator will play a critical role in the growth of the organization. This person will work with the Education team to identify funding sources that support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies, and manage the tracking and reporting of all grant-funded activities. This work will help Urban Green tackle the most pressing climate change, energy efficiency and green building challenges.

Though Urban Green Council is a hybrid workplace, the Coordinator must live in the greater NYC area and be able to attend regular in person meetings, events, and activities in New York City. All Urban Green staff are required to be fully vaccinated against Covid-19.

The person who will best succeed in this role:

- **Has a track record of successfully securing grants for non-profit organizations.** This person has a minimum of 5 years experience working in the non-profit sector and has secured multi-year grants in the range of \$500,000 to \$5 million.
- **Demonstrates exceptional attention to detail and the ability to manage multiple grant applications simultaneously.** This person has experience planning, writing, submitting, and negotiating grants. They are strategic and creative at problem-solving, with strong critical-thinking skills. They thrive on a small team and in a dynamic, collaborative and mission-driven work environment.
- **Is a systems thinker with great organizational skills.** This person enjoys completing detailed tasks and can methodically create, manage and implement multiple parallel projects, while communicating the status to all stakeholders. This person enjoys improving internal processes and systems such as simplifying grant development and tracking, and exhibits strong organizational and time management skills, with the ability to meet deadlines consistently.
- **Possesses excellent writing skills and the ability to collaborate effectively with team members and external stakeholders.** This person has strong written and verbal communication skills and the ability to convey complex information in a clear and concise manner. They also have solid data management and analysis skills and can develop and manage detailed budget documents; they value long-term industry relationships and enjoy strategic planning that will shape the course of the organization.

A few other qualities we are looking for include:

- Experience in the sustainability or environmental sector, and/or with workforce development.
- Experience writing proposals and reporting specifically for Federal grants.
- Experience planning and facilitating meetings, both internally with staff, and externally, with partners.

- Proficient in Microsoft Office, Google Apps, and Mac products.

Benefits and Compensation

The salary range for this position is \$56,000 - \$62,000 and offers will be made commensurate with experience. Benefits include:

- 100% employee coverage for medical and dental insurance
- 401k with 4% employer match
- Half days on Fridays year round, full Friday closure from Memorial Day to Labor Day
- 15 vacation days in the first year, 8 paid holidays, and 2 personal days
- Office closure between Christmas and New Years
- 100% employee coverage for Life, Short Term and Long Term Disability Insurance

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 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.

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.