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600 Ramapo Valley Road • Mahwah, NJ 07430 • T 201.512.9348 • F 201.512.9012 • www.nynjtc.org

Position: Grant and Contract Manager
Reports to: Executive Director

Date: January 2022
FLSA: Exempt

The Trail Conference is committed to building a culturally diverse organization whose employees are committed to ensuring that the joys of nature belong to everyone, regardless of race, ethnicity, gender, gender identity, age, disability, national origin, or religion. The Grant and Contract Manager is responsible for the administration of the grant/contract cycle from application to closing, coordinating efforts across financial and program teams to support grant and contract fulfillment across all levels. They will ensure grants or contracts are well administered and that all stakeholders are knowledgeable of compliance guidelines to support on-track, on-time, and on-budget implementation and execution.

Responsibilities:

Facilitate the preparation and renewal of 30-40 grant and contract applications annually to prospective funders for a total of \$10 million, with the goal of raising \$2.5 million.

- Develop internal processes for grants management and guidance documents for award management and administration. Develop and review templates and tools, grant/contract monitoring plans, and adjust as needed.
- Collect and edit program/project narratives and information from staff for grant applications.
- Work with Finance, Advancement, and Program Services departments to develop and maintain reporting systems to meet all requirements.
- Identify funding sources and opportunities appropriate for programmatic needs. Maintain updated understanding of programmatic needs and funding gaps.
- Prepare proposal budgets in conjunction with Program and Finance staff.
- Coordinate the signing of contracts and maintain files of original, updated, and renewed contracts.
- Ensure compliance with approved program/project budgets and regulatory requirements.
- Manage external reporting to ensure timely delivery of high-quality reports which meet requirements.
- Prepare and submit periodic reimbursements, budget modifications, and final reports/close out materials.

Skills and Qualifications:

- Strong teamwork and collaboration skills; ability to work with colleagues and partners.
- Ability to adapt and work in a very flexible, fluid, and evolving environment.
- High level of accuracy, organization, and attention to detail.
- Bachelor's degree, preferably with a major or minor in pre-law, finance, or accounting fields.
- Minimum Required: 2+ years in a similar role, preferred: Non-profit setting with remote team structure, and experience in a fast-paced environment.
- Strengthens the organization's efforts for diversity, equity & inclusion.
- Proficiency with spreadsheets, and advanced knowledge of Excel is required.
- Experience with the preparation of budgets.
- Accounting skills/background.
- Organizational skills, including the ability to process detailed information accurately and efficiently.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

- Ability to organize facts and present information and figures in a clear, concise, and logical manner, both orally and in writing.

Work Environment

Based in Mahwah, New Jersey, this is a full-time position beginning immediately. It offers a full-time, competitive salary with health and retirement benefits and opportunities for learning.

While work performed at the Trail Conference's headquarters is preferred, remote and hybrid work arrangements may be used to allow staff members to fulfill some or all their duties from an off-site location. Enabling remote and hybrid work is a strategic business decision, in addition to being a benefit for staff members, and is consistent with the Trail Conference's culture, including:

- Creating a highly engaged, equitable, diverse, and inclusive workforce.
- Attracting and retaining staff members by providing a work environment that is supportive, productive, and flexible.
- Sustaining a highly collaborative culture.
- Fostering an environment for continued productivity, improvement, and excellence.
- Empowering decisions that prioritize both business needs and staff member preferences.
- Reducing our environmental impact and aligning with the organization's sustainability goals.

For these reasons, we encourage the use of remote and hybrid work arrangements and flexible scheduling when appropriate and when in alignment with the needs of the teams. Approval for such arrangements is granted at the discretion of the Trail Conference management and is subject to ongoing and periodic review. The determination of staff member eligibility for remote and hybrid work will be made in accordance with organization's Hybrid Work Policy and the needs of the organization.

The Trail Conference believes that the joys of nature belong to everyone, regardless of race, ethnicity, gender, gender identity, age, disability, national origin, or religion. We pledge to uphold equality in our hiring and employment practices and to create an environment where everyone, from any background, can do their best work.

Compensation

The salary range is between, \$47,000 and \$52,000 and commensurate with experience. The Trail Conference proudly provides a full range of benefits including employer subsidized health care, matching 403(b), complimentary membership, eighteen+ paid vacation days, nine paid sick days, and twelve paid holidays.

Application:

Please submit the following items via email attachments (start all attachment file names with your last name) to jobs@nynjtc.org, subject line: *Grant and Contract Manager: "Your Last Name"*. All application materials will be kept confidential.

1. A professional resume.
2. A cover letter addressing your interest and qualifications.
3. Contact information for three references.

This position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No calls, please. Check www.nynjtc.org/job-openings to determine if the position is filled.

Employment Opportunities

The New York-New Jersey Trail Conference provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law.

About Us

For more information about the New York-New Jersey Trail Conference, please visit <https://www.nynjtc.org/about-us>