Position Announcement: Membership and Grants Coordinator

About NCSE
The National Council for Science and the Environment (NCSE) works with scientists, educators, policymakers, business leaders, and officials at all levels of government to inform environmental policy- and decision-making with the use of science. Founded in 1990, NCSE is a 501(c)(3) nonprofit organization. As a nonpartisan organization, NCSE serves as a boundary-spanning organization focused on the science-policy interface.

About You
You thrive as part of a small, passionate team in a collaborative environment. You adapt to new projects, new ideas, and changes in direction. You’re a problem solver, relationship builder, and self-starter with a tenacious work ethic, dedicated to exceeding expectations. You have strong attention to detail with an eye on the bigger picture. With your project management mindset, you accomplish everything in a timely manner and are always looking for processes to improve. You find time to laugh and strive to “make people’s day” in all your interactions. You embrace the diverse perspectives of all people and honor them with dignity and respect.

About This Position
The Membership and Grants Coordinator will manage the NCSE membership program and administer the grant application process for the organization. NCSE members are institutions of higher education, corporations, and nonprofits. This position will maintain accurate records of members and key contacts and lead membership efforts through email, hard copy mailings, and phone calls. In addition, this position will coordinate the grant application process for the organization, managing proposals, supporting budget development, tracking reporting and deliverable requirements, and organizing all required forms to ensure accurate and timely applications.

Responsibilities
With supervision and support, the responsibilities of the Membership and Grants Coordinator will include, but are not limited to, the following:

- Membership Development (40%)
  - Maintain accurate records of members and key contacts through Constant Contact, Neon CRM, and Google Sheets.
  - Track membership dues received and outstanding.
  - Manage and pursue membership renewal efforts and recruitment of lapsed or new members across sectors through email, hard copy mailings, and phone calls.
  - Develop effective hard-copy and electronic materials to promote NCSE membership.
  - Provide high-quality customer service experience for renewing and prospective members.
Track membership development progress and determine next steps.

- **Membership Engagement (40%)**
  - Coordinate activities to ensure current members have a positive and worthwhile membership experience.
  - Support the content development and planning of in-person and virtual meetings for members.
  - Write and design effective emails to communicate key opportunities to members.
  - Provide support to the co-chairs of the Communities of Practice (CoPs), multi-institutional technical working groups.

- **Grants Administration (20%)**
  - Research and evaluate appropriate grant opportunities.
  - Support new proposal preparation and submission for funding opportunities from federal, nonprofit, and private partners: refine budgets, complete paperwork, assist with review of the finished proposal, and submit documents on or before the due date.
  - Support budget development, track reporting and deliverable requirements, and organize all required forms to ensure accurate and timely applications and compliance with all requirements.
  - Collaborate to analyze grant funding opportunities and participate in the grant recommendation process.
  - Monitor required reporting of all funds, and prepare summaries, reports, or other documents.
  - Develop templates and internal guidelines to standardize grant administration activities, and track grant proposals from submission through closeout.
  - Develop schedule for internal and external reporting for the Development Team. Communicate interim and final progress reporting requirements, providing needed documents and due dates that allow for timely processing.

**Qualifications and Requirements**

- Bachelor’s degree.
- Minimum of three to four years experience with program and/or grants administration, preferably at a nonprofit.
- Self-starter with demonstrated ability to handle multiple tasks and deadlines.
- Ability to work well alone and be a strong team player to collaborate effectively and professionally with others.
- Strong writing skills.
- Creative problem solver.
- Excellent project management skills.
- Skilled in Microsoft Office Suite and Google Suite with high level of general computer competency.
Highly organized with meticulous attention to detail and strong follow-through.
Strong process orientation with priority for quality.
Confident and comfortable interfacing with diverse stakeholders and partners to successfully pursue membership development and retention.
Professional interest and competency in environmental issues or policy preferred.
Experience with federal and/or non-federal grant platforms and processes preferred.

Salary
Commensurate with experience. Strong benefits package.

Start Date
Early or mid-April.

How to Apply
Please submit a cover letter and resume to employment@ncseglobal.org no later than Friday, March 6, 2020. Applications will be reviewed on a rolling basis. Early submission is recommended.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NCSE is committed to building and sustaining a culturally diverse team and strongly encourages applications from female and minority candidates.