

Pocono Environmental Education Center (PEEC) Grants Coordinator Position Description

ACCOUNTABILITY

The Grants Coordinator reports to the Director of Development and works closely with the Finance Director.

EMPLOYMENT STATUS

Part-Time with the flexibility to request approval for some remote work (total 15 hours per week)

POSITION SUMMARY

The Grants Manager supports PEEC's Development efforts by researching grant opportunities, developing grant applications, maintaining subsequent financials, metrics, and a calendar of reporting due dates, and supporting efforts to maintain positive relationships with funders. Responsibilities also include additional support for fundraising and donor development projects as needed.

PRIMARY RESPONSIBILITIES

- Assists with the preparation of grant applications submitted to a variety of funding types including government entities, private foundations, and community foundations. This may include accumulating all application inputs and requirements for each funding source, establishing a timeline for each grant application, utilizing the funder's proprietary grant application software to prepare and submit the grant request, and managing an on-going log of application deadlines and reporting due dates.
- Maintains a record of grant related components in a shared server and tracks progress on grant financials and metrics as needed.
- Researches grant opportunities with current and new funders. Alerts Director of Development in a timely manner to upcoming grant opportunities and to new potential funders. Attends funder's informational meetings in person or virtually as necessary.
- Collects and organizes data on metrics and outcomes required by grantors.
- Meets with Director of Development bi-weekly to review progress with current applications and to report research on new opportunities.
- Supports fundraising and donor development efforts as needed.
- Attends monthly staff meetings.
- Performs other duties as assigned.



DESIRED EXPERIENCE

- Adept technical skills and proficiency in all Microsoft Office applications, including Excel, PowerPoint, and Word. QuickBooks knowledge preferred.
- Experience writing successful grant proposals and a track record of securing funding.
- Exceptional analytic, writing, and oral communication skills.
- Keen attention to detail in planning, organizing and managing multiple projects simultaneously.
- Experience in outdoor, environmental, and sustainability education preferred.

COMPENSATION

This is a part-time position for 15 hours/week. \$15/hour.

POSITION START DATE

The start date of this position is flexible, but the applicant should be available to start as soon as possible.

TO APPLY

Interested candidates should apply via email by sending a resume and cover letter identifying qualifications that match the position criteria and describing what they will bring to the role. The email should be sent to asubjin@peec.org with the subject line "PEEC, Grant Coordinator Staff Search." Application review will begin on August 1st and continue until the position is filled.

Final offers of employment are contingent upon the successful completion of a background check that includes employment history, national criminal background check, national sex offender registry search, and a driving history check.

ORGANIZATION BACKGROUND

The Pocono Environmental Education Center (PEEC) is one of the largest overnight and day environmental education centers in the US. For 50 years, PEEC has provided outstanding environmental and sustainability experiences to over 30,000 people each year. Our focus is overnight and day-long, immersive, hands-on outdoor experiences for students from Pennsylvania, New York, and New Jersey. We offer nature, STEM, and recreational programs for school groups, families, adult learners, and professionals. The entire educational experience at PEEC is place-based, so our forests, the Delaware River watershed, our trails and our sustainable campus are an integral part of the teaching experience. PEEC is an independent 501(c) 3 non-profit located in Northeast PA, within the Delaware Water Gap National Recreation Area, and is the education partner of the National Park Service within the Park.

PEEC MISSION

PEEC advances environmental education, sustainable living, and appreciation for nature through hands-on experience in a national park.

PEEC FACILITIES

PEEC is situated on a 38-acre campus surrounded by the 77,000 acres of the Delaware Water Gap National Recreation Area. The campus, its 40+ buildings, 6 hiking trails, and two ponds are situated on a ridgeline one mile above the Delaware River. There is overnight accommodation for 300 students, in a combination of 4 season cabins, lodges and yurts and an award-winning passive solar dining hall as well as a 12,000 square-foot main building and numerous other buildings. There are also team building and



confidence courses, pavilions and outdoor amphitheaters on campus. PEEC is open year-round. PEEC is situated on Federal land and most of the buildings are owned by the National Park Service.

ADDITIONAL INFORMATION

More information on PEEC can be found at peec.org.

PEEC is an Equal Opportunity Employer. Our effectiveness is enhanced when equity and inclusiveness are practiced and protected throughout our organizational governance, culture, and staffing. Recruiting and retaining a diverse workforce is a high priority at PEEC. PEEC does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental, disability, military, genetic information, ancestry, marital status, age, citizenship, or any other basis prohibited by law in any of its policies, programs or operations.

