



Save the Sound[®]

Action for our region's environment.

**New York Grants Manager
Full Time
Larchmont Office/Hybrid Work Schedule**

Organization

Save the Sound leads environmental action in Connecticut and the New York communities around Long Island Sound. We protect the Sound, restore its rivers, and fight climate change—while building resilient coastlines and preserving endangered lands. We do this in many ways, from legislative advocacy and legal action to environmental monitoring and ecological restoration. For 50 years we've been ensuring that people can enjoy the healthy, clean, and thriving environment they deserve.

Position

Save the Sound is seeking an experienced Grants Manager, reporting to the Director of Foundation Relations, and based out of our office in Larchmont, NY. Part of our three-person grants team, this position will focus primarily on funding our growing portfolio of projects in New York—and will primarily collaborate with our ecological restoration team on dam removals, marsh restorations, and nature-based solutions to flooding and water pollution as well as with our water-quality and Soundkeeper teams on monitoring and watchdogging pollution in the Sound and its tributaries. The New York Grants Manager is responsible for identifying and cultivating new potential funding sources; researching, preparing, submitting, and managing grant proposals; managing funder relationships; and preparing and submitting compliance reporting. This position requires strong writing, data-analysis, program-budgeting, internal- and external-relationship building, and project-management skills, and it requires an understanding of project development and outcome measurement. Job responsibilities include:

- Research and identify foundation, government, and corporate funding opportunities; monitor federal and state web sites and other sources for RFP and NOFO announcements.
- Work with program and financial staff to prepare and submit letters of inquiry, grant applications, and other funding proposals.
- Manage grant deadlines, ensure that grant deliverables are communicated to relevant program staff, and maintain up-to-date hardcopy and electronic copies of grant agreements, contracts, and other documents.
- Work with program and finance staff to write and edit grant reports and coordinate other written, verbal, virtual, and in-person communications with grantors.
- Organize site visits for grant funders (and potential ones) in Westchester, New York City, and the North Shore of Long Island, answer their inquiries, attend their events—and establish relationships with their leaders.
- Oversee compliance for a portfolio of grants, including deliverables, outcomes, reporting, drawdowns, and deadlines.

Qualifications

- Significant experience writing and managing grants for a nonprofit organization; a proven track record of bringing in awards; proficiency with scientific (or other technical) content; and experience with government grants and with New York funders **are all strongly preferred—but not required**. Commensurate skills in journalism, communications, technical writing, or related fields will also be considered.
- Proven writing, proofreading, grammar, and editing skills.
- Familiarity with and understanding of program budgets.
- Excellent verbal-communication and organizational skills.
- Ability to easily interact with a wide range of people and styles inside and outside of the organization, to work effectively independently and as a highly resourceful team player, to take initiative, and to prioritize and manage multiple deadline-driven tasks.
- Strategic, methodical, and attentive to detail.
- Proficient in Word and Excel; comfortable using a development database.
- Bachelor's degree in relevant field (including anything from environmental science to journalism).

Terms and Compensation

This is a full-time salaried position. Salary commensurate with experience. Our comprehensive benefits package includes: company-sponsored health insurance, a 403b plan, life and long-term disability insurance, dental and vision insurance, generous paid time off, and the opportunity to participate in a company-sponsored FSA account. Some evening and weekend hours will be required on an as-needed basis.

To Apply

Please submit a resume, three references, three writing samples, and a cover letter describing your interest, qualifications, and salary requirement for this position. Applications will be accepted on a rolling basis until the position is filled. You can submit your materials to: grants@savethesound.org

We are a thoughtful and thorough organization. We will be in touch to acknowledge receipt of your application and to schedule selected applicants for an interview. Our selection process can take from 7 to 10 weeks. All applicants will be informed when the process is complete.

COVID-19 Considerations

Save the Sound has moved to a permanent hybrid in-office/remote-work arrangement. All office use and field work must follow Save the Sound's most up-to-date safety protocols. And office openings/closings and health policies are regularly updated based on the current state of the pandemic. Save the Sound requires that all new hires submit proof of full vaccination against COVID-19 for the safety of all staff and the communities where we work.

Save the Sound is an equal opportunity employer. We prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status or any other legally protected status in accordance with applicable federal, state and local laws.