



Finance and Grants Coordinator

The Lancaster Clean Water Partners (Partners) is a countywide collaborative of more than eighty partner organizations that come together with a shared vision of clean and clear water in Lancaster by 2040. The Partners's mission is to collaborate, accelerate, and expand efforts to restore and sustain healthy waterways in Lancaster County. The multi-sector collaboration of this group is essential to accomplishing goals and requires intentional outreach, strategic and strong partnerships, as well as transparency and inclusive practices.

Position summary

The Lancaster Clean Water Partners is seeking an experienced grants and finance expert to support multi-million dollar initiatives that achieve water quality improvements in Lancaster county. The coordinator's primary responsibility is to oversee the financial integrity, procedural standards, accounting processes, and compliance needs for successful projects and grants on behalf of the Partners and the organizations participating. The coordinator will also be responsible for tracking partner contributions, project budgets, and filing required reports on time and within each grant system portal. This includes growing the ways to support sub-grantees or partner organizations who require the same. The coordinator will work with partner organizations to manage existing budgets while assuring excellent fiduciary oversight. The position will assist with various events and outreach needed for project success. This coordinator will work creatively with and will report to the Director of Projects.

Primary Responsibilities

- Manage finance and grant budget development, reimbursement requests, contribution/match tracking, invoice processing, and financial reports.
- Ensure compliance and strength of fiscal policy, internal controls, and procedures for the Partners (working with peers at the Conservation Foundation as the 501c3)
- Coordinate financial accountability for the Partners including but not limited to:
 - Monthly financial reports for the Board of Trustees (work with the accountant)
 - Weekly invoice payment and check writing
 - Accounts payable/accounts receivable
 - Monthly credit card report
 - Audit support

- Monitor sub-grantees and ensure financial compliance as outlined in grant agreements
- Work with the Director of Projects to strengthen and use the grants management process and system that tracks the above mentioned tasks and documents, specifically timeline and targeted goal achievements as required by each grant.
- Work with the Director of Projects to write and support new grant applications for projects/funding managed by the Partners.
- Research and know funders and their programs so the Partners can access unique opportunities for collaborative networks, serving occasionally as the point of contact between the team and the funder
- Provide clear guidance to partner organizations during the subaward/contracting phase about grant expectations
- Contribute to the Partners' shared values and a strong, engaging team culture that sets a positive tone in our programming and relationships

Essential Skills and Requirements

- Experience with QuickBooks online (will be verified in the interview process)
- Experience specifically related to state and/or federal grant management is helpful
- Proficient with grant software such as EasyGrants, Foundant, foundation portals, and willing/able to learn specific software (e.g. Google Drive, EasyGrants, etc).
- Comfortable working on a small team
- Must be a flexible team player who is collaborative and maintains an eager attitude
- High level of maturity, empathy, and grace under pressure
- Excellent written and verbal communications skills
- Strong organizational skills and attention to detail
- Ability to manage and prioritize multiple complex sets of tasks (effectively multitask)
- Ability to meet hard deadlines
- Ability to effectively interact with a diverse set of colleagues including grantees, trustees, partner organizations, and community members
- A bachelor's degree is requested but not required plus 2-3 years of documented experience in financial processes, grant management, and/or budgeting
- Proficient with tools like Microsoft Office (Word, Excel, and PowerPoint) & Google Drive
- Current and valid driver's license

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Our job descriptions are guidelines, not hard and fast rules. Your experience, which may include paid and unpaid experience, including volunteer work, helps build the competencies and knowledge that translates to success in a position. Diversity of experience and skills combined with passion is a key to innovation and a culture of excellence.

Salary and Benefits

\$60,000 salary plus a generous benefits package

This is a full-time, grant funded position expected to work 40 hours per week. The position will be physically located in the Lancaster County Conservation District office at the Farm and Home Center in Lancaster, PA, and offers a hybrid work schedule with a preference for remote work.

The Partners offer competitive compensation and benefits as well as a fun-loving team and flexible work environment. Diverse candidates are encouraged to apply. The Lancaster Clean Water Partners and the Lancaster County Conservation District are proud to be an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Applications are accepted and reviewed on a rolling basis until March 23rd. To apply, send a resume and cover letter to Allyson Gibson agibson@lancastercleanwaterpartners.com

Through a collaborative arrangement for efficient operations and network support, the Lancaster Clean Water Partners has a service agreement with the Lancaster County Conservation District for employment and operations. The person filling this position will be an employee of the Lancaster County Conservation District for HR, payroll, and other services, but will focus completely on the work of the Lancaster Clean Water Partners.