

Position Announcement: **Grants Management Specialist**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

Job Description: This full-time position serves a critical role in the Alliance's administrative team concerning the maintenance of the organization's active grants. The Grants Management Specialist works closely with the administrative and programmatic staff in grant and contract administration.

Specific Duties of the Position:

- Manage the centralized retention of all pertinent grant documentation.
- Support staff in developing and preparing grant proposals, amendments, and budgets.
- Help maintain complete, accurate and up-to-date financial records for use by programmatic staff
- Prepare financial reports and reimbursement requests in collaboration with program staff and grantor compliance requirements.
- Oversee grants receivable and the tracking and collection of cash receipts.
- Provide financial forecasting support for programmatic teams.
- Provide flexible administrative and operational support to programmatic staff to address emerging needs as they arise .

Qualifications & Experience:

- Strong financial acumen, including experience with budgeting, forecasting, and financial reporting.
- Proficiency in business software and technology tools.
- Effective communication skills - proactive communication and problem solving is necessary.
- Desire and ability to work independently as well as part of a team.
- Ability to handle sensitive and private information with discretion.

Supervision: The Grants Management Specialist reports directly to the Finance Director.

Hours and Location: The Grants Management Specialist is based in any of the Alliance's offices (Annapolis, DC, Richmond, Lancaster) or remotely, as approved. Infrequent night and weekend work may be required. The position is full-time (40 hours per week).

Salary: \$60,000 - \$65,000, commensurate with experience. Competitive benefits include: health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, vacation, sick, and holiday and other leave, and more.

Application: The information listed below should be emailed to careers@allianceforthebay.org no later than **Sunday, May 31, 2026**. Indicate Grants Management Specialist in the email subject line. No telephone inquiries, please.

- Your resume, and a cover letter with a written response to the following prompt:
 - Provide examples of your experience working with grant based nonprofit organizations.
- A list of 3 professional references and their contact information.