



Finance and Grants Coordinator

The Lancaster Clean Water Partners (Partners) is a countywide collaborative of more than 100 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 coordinator is an experienced grants and finance expert whose primary responsibility is to execute financial processes and oversee the financial integrity of the organization. The work is managing daily, weekly, and monthly financial responsibilities such as cashflow as well as reimbursement-based payments from multi-million dollar government grant sources for projects that achieve water quality improvements in Lancaster county. The coordinator serves as lead to manage the bank account, billing, and invoicing. They work with team members for tracking partner contributions, updating project budgets, and filing required reports on time and within each grant system portal. This coordinator will report to the Executive Director.

Primary Responsibilities

- Manage the organization's finances, 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
- Use the grants management process and system that tracks the above mentioned tasks and documents, specifically timelines

- 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 in person work.

The Partners offer competitive compensation and benefits as well as a 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.

Organizational Overview

The Lancaster Clean Water Partners is a subsidiary LLC of the Conservation Foundation of Lancaster County (CFLC), an independent 501(c)(3) organization whose mission is to promote, support, and sustain the stewardship, education and conservation activities undertaken by the Lancaster County Conservation District and other local partners.

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.

Applications are accepted and reviewed on a rolling basis until September 15th. To apply, send a resume and cover letter to Allyson Gibson agibson@lanastercleanwaterpartners.com