Lancaster Farmland Trust

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Grants Administrator
Job Description

Status: Part-time, hourly, non-exempt
Hourly Rate: $30.00 - $35.00 per hour, 20 hours per week

To Apply: Interested, qualified applicants should send a cover letter and resume to Lancaster Farmland Trust at info@lancft.org. Applicants are assessed continuously until we find the right candidate, so please don't hesitate to submit your application as soon as possible. Please list your last name and job title as the email's subject line (i.e., Lastname-Grants Administrator) and note where you saw the job posting in the body of the email.

Essential Duties:
The Grants Administrator is responsible for coordinating and managing Lancaster Farmland Trust's organization-wide grants program, with primary responsibility for post-award grant administration, compliance, financial tracking, reimbursement, and reporting, as well as supporting grant research and proposal development. Working closely with the President and CEO, Vice President of Development, Vice President of Land Protection, and other staff, this position manages grant requirements and financial administration throughout the grant lifecycle.

The Grants Administrator serves as the central point of coordination for grant-funded projects and ensures that all grant-related activities, reporting requirements, budgets, reimbursements, and financial records are managed accurately and efficiently. This position requires exceptional organizational skills, attention to detail, strong written and verbal communication abilities, and the ability to collaborate effectively across departments.

The ideal candidate will have demonstrated experience in grant administration, compliance, financial tracking, and reporting, preferably within the environmental, conservation, agricultural, or nonprofit sectors. Experience with government grants, reimbursement-based funding programs, and grant management or financial tracking systems is highly preferred.

This is a part-time position requiring approximately 20 hours per week and reports to the Vice President of Development.

Specific Duties:

I. Grant Research & Proposal Development - This position supports the development and growth of Lancaster Farmland Trust's grant program by:
   - Researching and identifying public and private grant opportunities that align with LFT's mission, strategic priorities, and program needs.

- Maintaining a pipeline of prospective funding opportunities and tracking application deadlines.
- Assisting with the preparation, coordination, and submission of grant applications and proposals.
- Collaborating with program staff to gather project information, budgets, supporting documentation, and other materials required for grant submissions.
- Assist with and, as appropriate, lead the development of grant narratives, budgets, work plans, and supporting materials.

II. Grant Administration & Compliance - This position is responsible for ensuring compliance with grant requirements and maintaining accurate records throughout the grant lifecycle.
- Review grant agreements upon award and summarize key requirements, restrictions, deliverables, reporting deadlines, and financial obligations for relevant staff.
- Track all grant deliverables, reporting deadlines, budgets, performance measures, and compliance requirements.
- Develop and maintain complete and organized grant files and records.
- Coordinate the preparation and submission of interim, annual, and final grant reports.
- Monitor grant-funded activities to ensure compliance with funder requirements and organizational policies.
- Maintain grant management systems, databases, and related records.
- Serve as a liaison with grantors as needed regarding reporting requirements, budget modifications, and compliance matters.

III. Financial Management & Reimbursements - This position is responsible for the financial administration of awarded grants.
- Track grant budgets, expenditures, matching funds, and reimbursement requests.
- Collaborate with finance and program staff to ensure expenses are properly documented and allocated.
- Prepare and submit reimbursement requests, drawdowns, invoices, and other financial documentation required by funding agencies.
- Monitor grant spending to ensure expenditures remain within approved budgets.
- Reconcile grant-related financial records and assist with audits and financial reviews.
- Maintain documentation necessary to support grant expenditures and compliance requirements.

IV. Organizational Collaboration - This position works across departments to support successful grant implementation.
- Collaborate with all staff to ensure grant-funded projects achieve intended outcomes.
- Participate in project planning discussions and provide guidance regarding grant requirements and funding restrictions.
- Assist staff in understanding grant obligations and reporting expectations.
- Support organizational strategic initiatives through effective grant administration and funding coordination.

V. Other Duties
- Assist with organizational planning and reporting related to grant-funded projects.
- Support audits, accreditation reviews, and other organizational compliance activities as they relate to grants.

- Represent Lancaster Farmland Trust in meetings with funders, partners, and stakeholders as appropriate.
- Other duties as assigned by the President and CEO and/or Vice President of Development.

Required Qualifications

- Bachelor's degree in business administration, nonprofit management, finance, public administration, communications, or a related field preferred; equivalent professional experience will be considered.

- Minimum of two years of professional grant management experience, including responsibility for grant administration, compliance, reporting, and/or financial tracking.

- Demonstrated experience managing multiple grants, deadlines, budgets, and reporting requirements simultaneously.

- Experience preparing or contributing to grant proposals and funder reports.

- Strong written and verbal communication skills with exceptional attention to detail.

- Proficiency with Microsoft Office applications, particularly Excel, and experience using grant management, project management, or financial tracking systems.

- Experience with government grants and reimbursement-based funding programs preferred.

- Experience in a nonprofit, conservation, environmental, agricultural, or related organization preferred.

It is LFT's policy to select, place, train, and promote the best qualified individuals. We consider relevant factors such as work quality, attitude and experience, to provide equal employment opportunity for all employees in compliance with applicable local, state and federal laws and without regard to non-work related factors such as race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, genetic predisposition, national origin, religion, creed, age, disability, citizenship, marital status or domestic partnership status, labor union membership, military or veteran status, or other non-job-related criteria.

Lancaster Farmland Trust was established in 1988 by local citizens concerned about the loss of farmland in Lancaster County. LFT's mission is to: Vigorously accelerate the permanent protection and stewardship of farmland. With a vision that our farms, soil, water, and roots are protected for all. Since its inception, LFT has protected more than 620 farms and over 38,300 acres of farmland, ranking #1 in Pennsylvania for farmland preservation.