

THE LAND CONSERVANCY FOR SOUTHERN CHESTER COUNTY

LOCATION

541 Chandler Mill Road
Avondale, PA 19311

CONTACT

(610) 347-0347



POSITION/ *Grant Writer, Researcher, and Administrator*

The Land Conservancy for Southern Chester County (TLC), is a non-profit charitable organization based in Chester County, Pennsylvania. TLC's mission is to ensure the perpetual preservation and stewardship of open space, natural resources, historic sites, and working agricultural lands throughout Southern Chester County. The position title is Grant Coordinator- the Coordinator will report directly to the Executive Director with his/her primary focus team consisting of Administrator, Development Coordinator and Resource and Operations Coordinator. Position is Full Time with flexible hours including some evenings and weekends. TLC will consider alternative work arrangements. Pay rate is commensurate with experience. TLC desires a team player with the initiative to expand this position within a growing resource development office.

Responsibilities:

- Collaborate with department coordinators to define funding needs.
- Conduct prospect research including foundations, corporations, Education Income Tax Credit (EITC) participants, and other grant-making organizations.
- Establish and maintain relationships with foundation contacts, program officers, and corporate funders.
- Research, develop, write, and administer grant proposals to grant-making organizations while persuasively communicating TLC's mission and programs to potential funders.
- Ensure and document prioritization and timely submission of letters of inquiry, proposals, supplemental materials, reports, and acknowledgements.
- Provide writing and outreach support for foundations, corporations, and major donors.
- Train development interns to assist with grants while gaining meaningful experience in non-profit conservation.
- Serve as a TLC ambassador at events and programs in the community, and assist with development outreach, social media, and fundraising initiatives.

Qualifications:

The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information. A high level of computer literacy required, including familiarity with donor systems and Foundation Center databases. Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct manner. A solid understanding of budgets as they relate to proposals and grants, a Bachelor's degree, and 3-5 years of relevant experience are required.

To Apply:

Please submit your cover letter, resume, references, writing samples and salary requirements to admin@tlcforscc.org or mail to 541 Chandler Mill Road, Avondale, PA 19311. Only those whose applications are being considered will be contacted.