



THE LAND CONSERVANCY FOR SOUTHERN CHESTER COUNTY

LOCATION

541 Chandler Mill Road
Avondale, PA 19311

CONTACT

(610) 347-0347



POSITION/ *Grants Coordinator*

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 Coordinator will report directly to the Executive Director with his/her primary focus team consisting of Administration, Development Coordinator and Resource and Operations Coordinator. Position is Full Time, but will consider independent contractor, with flexible hours including some evenings and weekends. Pay rate is commensurate with experience. TLC desires a team player with the initiative to expand this position into a full time role within a growing resource development office.

Responsibilities Include:

- Researching, developing, writing, and administering grants to foundations, corporations, and other grant-making organizations, and will persuasively communicate TLC's mission and programs to potential funders;
- Establishing and maintaining personal contact and relationships with foundation contacts, program officers and corporate funders;
- Ensuring prompt acknowledgement of gifts and reporting requirements;
- Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
- Conducting prospect research including, but not limited to, foundations, corporations, and other grant-making organizations;
- Providing writing and outreach support to foundations, corporations, major donor and individual contribution letters and acknowledgements;
- Collaborating with other Department Coordinators to define grant needs and translating those into proposals;
- Outreach to corporations to fund TLC educational programs through the Earned Income Tax Credit Program;
- Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals;
- Serving as a member of the TLC team and as an ambassador for TLC at events and programs in the community;
- Assist with development outreach, social media and TLC's online fundraising initiatives;
- Training development interns to assist with grants, research, reporting, and to gain meaningful experience working in non-profit conservation.

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 sponsorship@tlcforscc.org or mail to 541 Chandler Mill Road, Avondale, PA 19311 (610) 347-0347 x 103. Only those whose applications are being considered will be contacted.