

# **Grant Writer – Hudson River Sloop Clearwater**

## **Job Description**

Hudson River Sloop Clearwater is seeking a flexible part-time Grant Writer to join the team on a consultant basis. The Grant Writer will support Clearwater's development efforts with a focus on private, family, and corporate foundations, as well as state and federal government funding sources. Duties include managing Clearwater's grant planning, research, and writing.

**About the organization:** Hudson River Sloop Clearwater is a member-supported non-profit organization whose mission is to preserve and protect the Hudson River, its tributaries and related bodies of water. As an organization, Clearwater works to provide innovative environmental programs, advocacy, and celebrations designed to inspire, educate and activate the next generation of environmental leaders.

## **Key Responsibilities**

- Foundations and Government funding sources:
  - Coordinate all aspects of the grant process including research, submissions, tracking, and reporting.
  - Assist in developing case statements by working with various members of the staff including captains, education, and environmental action staff.
  - Maintain grants pipeline, work with program staff to complete reporting, provide financial projections to finance department.
  - Develop relationships with foundation trustees, government agency staff, and program officers.
- Other:
  - The Grant Writer reports to the Executive Director.
  - Represents Clearwater's mission and values internally and externally.
  - Ability to work occasional weekends/nights as needed.
  - Other duties as assigned.

## **Desired Skills / Experience**

- Strong writing and editing skills coupled with attention to details and deadlines.
- Ability to thrive and work effectively as part of a small team in a fast-paced environment.
- Excellent computer skills, specifically MS Office products and donor management software.
- Interest in the environment and issues related to Clearwater's mission.
- Bachelor's degree and 5 years of professional work experience, preferably in a development office.

**To apply, e-mail resume, cover letter, and 1 writing sample to:**

Erin Macchiaroli  
Director of Operations  
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