



Hudson River Sloop Clearwater

America's Environmental Flagship

Grants Manager, Part-Time

Hudson River Sloop Clearwater is a member-supported, 501(c)3 non-profit organization whose mission is to protect the Hudson River by inspiring lifelong stewardship of the river and its tributaries with innovative advocacy and educational programs. The organization owns and operates the *Clearwater*, a historic 106' Hudson River Sloop, recognized as America's Environmental Flagship.

Description

Hudson River Sloop Clearwater is seeking a part-time Grants Manager to join our Development team. The Grants Manager will support Clearwater's institutional giving plans and initiatives and report to the Director of Development & Marketing. Duties include managing grant planning, research, writing, and reporting.

This is a part-time, year round staff position that requires a minimum of 20 hours per week. The hourly rate is \$28.85 and also includes benefits such as health, vision, dental, paid time off and a 401k retirement plan. This is a hybrid in-person/remote position, with expectation of at least one day each week in-person with the Development Department. Clearwater's main office is located at 724 Wolcott Avenue, Beacon, NY 12508. Additional hours may vary based on project demands.

Key Responsibilities

Grant Writing and Development

- Lead grant proposal development from concept through submission
- Collaborate with program and finance staff to develop grant budgets and project narratives
- Write compelling proposals and manage content needs
- Manage proposal schedule and timeline to ensure on-time submissions
- Research new funders and grant opportunities using tools such as Candid/Foundation Directory Online

Grant Administration

- Track grants at each stage of development and maintain accurate reports for leadership
- Prepare and submit reports, reimbursement requests, and other grant deliverables
- Maintain a grants calendar and keep relevant staff up to date on upcoming deadlines and deliverables
- Collaborate closely with the finance department to ensure accurate reporting and record-keeping, and to confirm compliance with funder guidelines

Department & Organizational Support

- Represent Clearwater's mission and values internally and externally

- Perform other duties as assigned by the Director of Development & Marketing

Desired Skills / Experience

- Bachelor's degree and 5+ years of professional grant writing experience
- Excellent writing and editing skills, with strong attention to detail and deadlines
- Ability to thrive and work effectively as part of a small team in a fast-paced environment
- Excellent computer skills, including Google Workspace and donor management software (such as DonorPerfect)
- A creative, energetic team player with a good sense of humor
- Genuine interest in the environment and issues related to Clearwater's mission

Clearwater acknowledges that the construct of race disproportionately affects Black, Indigenous, and People of Color. Clearwater respects LGBTQIA+ people; we use language and actions that are respectful of all gender identities and sexual orientations. Clearwater celebrates and welcomes members of any race, color, religion, national origin, sex, sexual orientation or identity, physical or mental ability or age to apply.

To apply, please visit our Gusto recruiting page [HERE](#).