

Grants and Special Projects Coordinator

The Susquehanna River Basin Commission (SRBC) is seeking a Grants and Special Projects Coordinator who will provide support to the pursuit, coordination and implementation of grant-related work and special projects. The work will align with SRBC program priorities that include, but are not limited to, watershed assessment and management, community resilience, integrated water quality and quantity initiatives, and providing technical and regulatory assistance to basin partners, stakeholders and water users.

This position is part of the Commission's Executive group and reports to the Deputy Executive Director. The position is based in our main office located in Harrisburg, Pennsylvania.

Information about the unique Mission of the SRBC can be found at the following link <https://www.srbc.gov/about/about-us/>. Compensation Philosophy and hiring process can be found at the following link <https://www.srbc.gov/about/employment/>.

Duties include, but are not limited to, the following:

- Work with executive and policy group, as well as technical programs, to identify priority topics and target partners for undertaking beneficial initiatives, within or outside existing grant opportunities.
- Lead development and implementation of a grant strategy focused on obtaining funding to support new priority initiatives or to supplement existing activities.
- Serve as primary Commission point of contact for coordination with selected partners in advancing/implementing selected projects, but also with supporting broader Comprehensive Plan goals/objectives.
- Assist with implementation of special projects related to the program areas cited above, or related to community based efforts.
- Assist with annual budget preparation for grant programs and special projects.
- Other duties as assigned.

Required Knowledge and Competencies

- Excellent writing and editing skills.
- Strong attention to detail, with strong organizational skills.
- Strong people skills, including the ability to establish and maintain effective working relationships with outside agencies, Commission staff and officials, non-governmental organizations, community representatives and the general public.
- Able to work independently and manage time to meet deadlines and coordinate/manage multiple projects according to outlined priorities.
- Capacity to create/implement solutions within a team environment.
- Proficient in the use of the Microsoft Office suite to include Outlook, Word, Excel and PowerPoint.
- Ability to learn and become proficient with grant management software and technical reports.

Minimum Education and Work Experience

- Bachelor's degree in related sciences, or a Bachelor's degree with work experience in water resources.
- Business, marketing, or related experience a plus.

- Three to five years of grant writing and management, including documented success with obtaining grant awards, preferably in the environmental or natural resources field.
- Familiarity with programs and processes of primary granting agencies, including federal and state agencies as well as private foundation sponsors.
- Experience with partnership building.
- Experience with Environmental Justice initiatives a plus.

Competitive salary with an expected starting range of between \$65,000 and \$80,000 based on relevant experience. Comprehensive benefits package is available, including health care insurance and participation in Pennsylvania State Employees Retirement System. There is no civil service exam requirement. Remote/hybrid work may be permitted but there is an expectation that this person maintains some routine presence in the office each week for coordinating and working with staff.

A cover letter with salary expectations and a resume emphasizing relevant experience are required and must be submitted by **March 24th, 2024**.

Click here to apply: [Grants and Special Projects Coordinator](#)

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