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<b>Job Title:</b> Grants and Program Data Coordinator	<b>Reports to:</b> Senior Director of Development
<b>Work Status:</b> Full Time	<b>FLSA Status:</b> Exempt
<b>Updated:</b> 03/03/21	<b>Approved by:</b> Ashley Carvalho

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**PPC Mission Statement:**

Improving quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with government and the community. Projects and programs are conducted with respect for the environment, historic design, and the needs of our diverse region.

**Position Summary:**

Working under the direction of the Senior Director of Development, the Grants and Program Data Coordinator will be responsible for critical administrative duties related to various fundraising activities at the Pittsburgh Parks Conservancy (PPC). This position will oversee the PPC’s grants management process, helping to prepare grant applications, administer active grants, research new sources of funding, build and track project/program budgets with appropriate staff, and maintain the overall grants schedule for the organization. Additional duties will include coordinating internal activation and compliance for approved grants with the associated departments, tracking outcomes and measurements against stated grant goals, drafting stewardship correspondence, and filing the electronic and hard copies of all grant-related documentation. Other duties include data documentation and administrative back-up support to the Database Administrator as a member of the Development team.

The ideal candidate loves parks, uses Pittsburgh’s public parks and will proactively and effectively support and strengthen the development activities of the PPC.

**Position Duties:**

Performs under the general supervision of the Senior Director of Development and is responsible for, but not limited to, the following duties:

- Oversight of the organization’s grant management process, assisting to guide all grants secured through the lifecycle process.
- Research, prospect and cultivate new grant opportunities from a variety of public and private sources.
- Write and edit fundraising proposals, communications, and reports as needed.
- Assist the development of grant materials, including drafting letters of inquiry, letters of support, financial materials, and acknowledgment letters.
- Assist and/or lead efforts with the appropriate departments (i.e. Education, Community Engagement, Horticulture and Forestry, etc.), to ensure grants remain on deadline and information is received to complete grant reports.
- Work with various staff to set and track outcomes, KPI’s and other indicators of success.

- Provide research, development and support to the grantmaking and submission process by collaborating with foundations, organizations and/or individuals who can or currently support the organization.
- Work with Database Administrator to ensure all information related to grants is entered in and tracked in Raiser's Edge.
- Oversee contractors and consultants related to fundraising activities as assigned.
- Work with the Finance Department to develop a system for collecting and tracking receipt of grantee progress reports on a monthly and quarterly basis.
- Assist with general data entry related to fundraising activities into Raiser's Edge as assigned.
- Handle personnel and sensitive issues with highest degree of professionalism, including maintaining appropriate levels of confidentiality.

***The Way We Work - The Employees of the Pittsburgh Parks Conservancy:***

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of Parks Conservancy strategies and objectives.
- Foster meaningful interaction among diverse individuals through the exchange of information to produce understanding.
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others toward the accomplishment of identified objectives and goals in the best interest of the Parks Conservancy.
- Consistently work toward the common good of the organization and encourage others to do the same.
- Conduct themselves at all times in a professionally appropriate and respectful manner.
- Apply the proper safety/security practices according to established protocols, guidelines and policies.
- Maintain strong work ethic and demonstrate flexibility.

**Related Work:**

- Unimpeachable personal integrity and trustworthiness and a fine-tuned sense of discretion in the handling of confidential and sensitive matters.
- Set appropriate priorities while coordinating multiple projects and meeting critical deadlines.
- Work proactively to resolve problems and conflicts that surface.
- Keep the Senior Director of Development, and when appropriate, the President & CEO, promptly informed of matters as they relate to the department and PPC.
- Perform other related duties as apparent or assigned.
- Occasional weekend, evening and holiday work is required to perform the duties of this job.

**Training and Experience** (position requirements at entry)

- Bachelor's Degree from an accredited university OR combined experience of 2 years in development.
- Strong proficiency in Excel, Word, Outlook, and PowerPoint is required.
- Experience with database systems and/or grants management software.

**Knowledge of** (position requirements at entry)

- General knowledge of grant writing, reporting, tracking and compliance.
- General knowledge of data entry and database management.
- Exceptional communications skills, both written and verbal.

- Strong grammatical, punctuation and spelling skills.
- Strong familiarity with the Pittsburgh Parks Conservancy's mission, key stakeholders, and audiences.

**Skills and Ability to** (position requirements at entry):

- Demonstrate strong organization and time management skills.
- Demonstrate great attention to detail.
- Demonstrate proficiency in Microsoft Office and CRM systems.
- Understand and appropriately adhere to and communicate PPC policies and procedures.
- Negotiate and meet deadlines and prioritize issues, identifying which issues require immediate attention and taking effective and appropriate action based on that determination.
- Set appropriate priorities while coordinating multiple projects and meeting critical deadlines.
- Work cohesively within a team environment, adapt to changing conditions and situations, while also able to independently complete job tasks.
- Solve problems and effectively handle critical, controversial, confidential, and/or sensitive matters.
- Demonstrate creative problem-solving and the ability to identify and take advantage of emerging opportunities.
- Establish and maintain effective, respectful and productive working relationships in a diverse environment.
- Demonstrate respect and sensitivity for cultural differences.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, finger, feel, grasp, lift, talk, see, hear and perform repetitive motions.

The ability to safely operate a motor vehicle as incumbents are subject to local travel to and from work locations. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting or standing position for extended periods of time.

Light Work: Exerting up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.