



Title: Grants Manager

Reports to: Director of Development and Communications

Location: Lowell, Michigan

FLSA Status: Exempt

Job Classification: Full-Time

Salary Range: \$55-\$58k (based on experience and location)

About us: The mission of the North Country Trail Association (NCTA) is to develop, maintain, protect, and promote the North Country National Scenic Trail (NCNST) as the premier hiking path across the northern tier of the United States through a trail-wide coalition of volunteers and partners. At NCTA, we are driven by a set of core values that guide our actions, shape our culture, and support our mission. We believe in fostering an environment where accountability, collaboration, excellence, and inclusion thrive, and we seek individuals who share these values.

Position Summary: The Grants Manager oversees all grant-management activities, from prospecting, building relationships, and proposal development to monitoring progress and reporting. The role involves collaborating with staff, volunteers, and partners to turn project ideas into successful proposals and ensure they are implemented if funded. It also involves building relationships with grantors in the Foundation and Corporate communities and within Federal and State programs that align with NCTA's goals.

Key Responsibilities:

Grant prospecting, writing, and submission

- Research Foundations, Government, and Corporate grant sources to find grant opportunities that fit NCTA's mission.
- Work with NCTA leadership and program staff to identify projects and programs in need of grant funding, meeting regularly to plan upcoming deadlines and future goals.
- Write and/or coordinate the writing of all grant narratives and budgets for NCTA submission, which may include providing guidance to NCTA Chapters on seeking local grants and collaborating with external partners on shared submissions that benefit the NCNST.
- Responsible for submitting the proposals with all necessary documentation.

Grant awarding and agreement

- Manage the award and agreement process with the grantor.
- Create a system to organize internally and across departments. This includes saving all files appropriately, updating tracking systems, and clearly communicating roles, responsibilities, and deadlines with the team.
- Share pertinent information with external communications channels as needed.

Monitoring and reporting

- Works with the Financial Manager and program staff to ensure the proper management and tracking of expenses to align with grant requirements and NCTA policy.
- Lead communication of grant status between program staff and leadership.
- Evaluate the project at the end of the grant, documenting and communicating any lessons learned.
- Complete final reports for grantors and update NCTA's file with a final closeout.

Relationship management

- Responsible for seeing NCTA build and maintain relationships with Foundations, Corporate, and Government grant sources.

Additional duties

The Grants Manager may also take on donor development, advocacy, outreach, and communication responsibilities and support organizational leadership with additional projects.

Desired Qualifications:

- Bachelor's degree in a relevant field, such as business administration, finance, or fundraising.
- 5+ years of experience managing grants and agreements.
- An equivalent combination of education, skills, and experience may be considered.
- Experience with database management, including Excel, CRM, and/or grant management software.
- Familiarity with the benefits of outdoor recreation and trails to the population.
- Familiarity with the Foundation community serving missions like NCTA's.
- Knowledge of Federal and State grant programs for recreation development and land acquisition (Land and Water Conservation Fund, MI Natural Resources Trust Fund, Knowles-Nelson Stewardship Fund, etc.)

Requirements of Work:

- Exceptional project management skills with proven ability to deliver results on time and within scope.
- Ability to comply with multiple rules and regulations and juggle requests, deadlines, meetings, and general expectations.
- Understanding of financial management and development needs for a nonprofit organization.
- Collaborative team player skilled in working and communicating with internal and external teams.
- Self-motivated and proactive, able to work independently with minimal supervision while maintaining effective communication and coordination with supervisor and other staff.

Supervisory Controls and Work Environment: The employee is under the general supervision of the Director of Development and Communications but is responsible for independently determining, scheduling, and prioritizing their daily tasks and communicating progress to their Supervisor.

This position reports to our Lowell, Michigan office but offers hybrid work options if approved by the Supervisor. This position offers a flexible schedule, including weekend and evening work, as required to complete the necessary duties. The duties of this position include mostly indoor activities but may require travel and outdoor site visits.

Benefits and Other Compensation: This position is eligible for NCTA employee benefits, including paid time off, observation of all federal holidays, health insurance, 403(b) participation, employer match, and a flexible work environment.

To apply: Submit electronic resume and cover letter to hr@northcountrytrail.org

Position Post Date: March 25, 2025.