



## Grants Manager

Bernheim Arboretum and Research Forest, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking a Grants Manager in researching, writing, tracking, managing, and reporting on grants from public and private sources.

Bernheim is home to a 600-acre arboretum, designated as Kentucky's official arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 350,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

### Position Description

The Grants Manager is a member of the Advancement Team and is responsible for researching, preparing, submitting, and managing grant proposals and reports that support organizational goals and meet funder guidelines and criteria. This person serves as the primary grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong strategic thinking, writing, data analysis, program budgeting, organization, and project management skills, with an emphasis on outcome measurement.

This is a full-time position reporting to the Director of Advancement. Primarily in-person, based at Bernheim in Clermont, KY, with flexibility for some remote work.

### Primary Duties and Responsibilities

Lead grant proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications and reports, including:

- Working with Bernheim program directors to develop a deep and thorough understanding of project needs. Strategically aligning needs with funding opportunities to ensure the highest likelihood of successful grant proposals.
- Researching funding opportunities on a local, state, and national level.
- Maintaining and building relationships with funders and other strategic partners on a local, state, and national level.

- Drafting proposals and Letters of Inquiry, grant application narratives, and budgets.
- Collaborating and communicating with program staff, finance staff, and the Director of Advancement to ensure strategic alignment.
- Submitting grant applications via paper or online portals, and maintaining a list of passwords.
- Collaborating with the Director of Advancement to meet with funders and Bernheim staff to explore funding opportunities and fulfill grant requirements.
- Maintaining a master calendar of grant application and reporting deadlines.
- Maintaining a comprehensive library of grant applications, reports, supporting documents, prospects, and all associated files and correspondence.
- Coordinate with cross-functional teams to send thank you letters and facilitate grant contracts/agreements.
- Work with other Bernheim staff to ensure acknowledgment of funders via website, e-newsletter, and social media.
- Maintain clear communication with program staff to ensure understanding of outcomes measurement and data tracking expectations.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness.
- Monitoring and maintaining funder reporting schedules and requirements.
- Tracking progress toward organizational and programmatic outcomes and goals.
- Requesting reimbursements and grant payments as needed.
- Drafting compelling progress reports and targeted program updates to funders that fully capture programmatic success and steward funder relationships.
- Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc. to submit reports to funders.

### **Knowledge, Skills and Abilities**

- Strategic thinking skills; ability to “put the puzzle pieces together” to create alignment between Bernheim needs and funder priorities.
- Must have strong attention to detail, advanced project management skills, and superior organizational skills.
- Demonstrated analytical and persuasive writing skills, as well as superior editing skills.
- Ability to tell a compelling, moving story about the impact of Bernheim’s mission and to convey complex information in a clear manner to a diverse audience.
- Strong administrative skills and the ability to set priorities and manage multiple tasks under minimal supervision in an effective and efficient manner.
- Experience with donor development/CRM software systems.
- Familiarity and experience working with national funders a plus.
- Demonstrated ability to work as part of a team in a fast-paced environment.
- Demonstrated interest in the mission, vision, and values of Bernheim Arboretum and Research Forest.
- Self-motivated with the ability to prioritize and follow through on responsibilities without heavy oversight.

- Possess excellent time management skills, including being able to work independently and complete tasks in specified time periods.
- Exhibits discretion and confidentiality.
- Some nights and weekends are required for special events.

### **Education and/or Experience**

- Bachelor's degree or 3+ years of work experience in nonprofit administration, grant writing, or fundraising.
- 2+ years of experience in grant writing or grants management.
- Experience working with donors is a plus.

**To apply, please send a resume, cover letter, and additional writing sample to Melissa Raley, Director of Advancement at [melissa.raley@bernheim.org](mailto:melissa.raley@bernheim.org).**

Salary range: \$50,000 - \$55,000. Competitive benefits package includes health/vision/dental insurance, retirement 403b match benefit and paid sick, holiday, and vacation leave.

Bernheim Arboretum and Research Forest is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.