



Grants and Volunteer Coordinator Job Description



Overview

One foundation of the Carolina Thread Trail is providing grants to communities to support their trail efforts. The Grants and Volunteer Coordinator provides critical support to the Carolina Thread Trail in the areas of grants program management, volunteer engagement, and leadership support. The activities typically involve coordination and collaboration among many entities, including community leaders and partners throughout the region, volunteers, and staff.

The Catawba Lands Conservancy is a non-profit conservation organization which permanently protects land, water and wildlife habitat to enhance the quality of life in our 6-county region. The Conservancy is the lead agency for the Carolina Thread Trail, a 15-county initiative to link trails, greenways, and conservation corridors.

Team-oriented, entrepreneurial, and dedicated describes the culture of the organization. We are seeking an energetic and organized professional who is dedicated to excellence and thrives in a fast-paced environment.

Skills

The Grants and Volunteer Coordinator must possess high-level skills in the following three areas:

- Excellent organizational skills
- Strong interpersonal skills
- Proven ability to execute initiatives independently and to take responsibility for outcomes
- Strong analytical skills to independently evaluate grant proposals, support the grants committee, and proactively work with community partners to enhance the grant application process. The coordinator will also contribute to management and tracking of all grant reporting and compliance with grant requirements.

Hours

Full time (40+ hours per week); requires some weekend and evening work

Reporting Structure

The Coordinator reports to the Carolina Thread Trail Project Director and works in close partnership with the Community Coordinators and Development/Communications staff.

Responsibilities

Grants Program Management

- Working in concert with the Project Director and Community Coordinators, ensure an efficient and effective grants program. Responsibilities include developing the grants calendar, distributing and reviewing grant applications, coordinating the grants review process, and coordinating grant agreements with recipients
- Coordinate the distribution of grant funds with Foundation For The Carolinas and the CLC Finance Director
- Work with grant recipients to ensure timely reporting

- Track and report the outcomes and impact of our grants program
- Support the Grants Committee

Volunteer Management

- Develop and execute a volunteer program for trail building and maintenance, as well as outreach, office and event support
- Work with Community Coordinators and community partners to organize trail building on specific trail segments
- Manage volunteer recruiting, stewardship and recognition

Special Event Execution

- Manage logistics for the annual Trail Forum
- Support The Thread's community and development work by managing logistics for community events to celebrate project milestones and donor cultivation events

Leadership Support

- Provide support for the Project Director and the Executive Director as needed
- Assistance with general office support (phones, office supplies, etc.)

Qualifications

- Drive to function independently without close supervision
- Ability to execute projects and take ownership for outcomes
- Experience developing and organizing events
- Attention to detail
- Flexibility and ability to multi-task
- Strong work ethic
- Strong and proven computer skills including Microsoft Word, Excel, PowerPoint, and Outlook
- 4 year bachelor's degree required

Compensation

The Conservancy offers a suite of benefits including health insurance. The salary range will be commensurate with experience and comparable positions.

Inquiries

Inquiries should be made to Heike Biller by July 30, 2010 and should include a statement of interest and resume. No telephone inquiries, please.

Heike Biller
Catawba Lands Conservancy
105 West Morehead Street
Charlotte, NC 28202
heike@catawbalands.org