



Berkshire Natural Resources Council

Pittsfield, Massachusetts

Grants Specialist: Foundation, Corporate, and Government Awards (half time)

October 2021

Berkshire Natural Resources Council (BNRC) seeks applications for Grants Specialist: Foundation, Corporate, and Government Awards (half time). This position has primary responsibility for managing grant processes at BNRC, including research, writing, managing, and reporting.

BNRC is a land trust that conserves natural landscapes, protects wildlife and habitat, preserves local farms, and provides free public access to the Berkshire outdoors at 56 reserves across the region. BNRC's mission is to protect and preserve the natural beauty and ecological integrity of the Berkshires for public benefit and enjoyment.

BNRC cares for the homelands of the Stockbridge-Munsee Band of Mohicans, who were forcibly displaced from the region by European colonization.

The Grants Specialist will maintain relationships with current funders, seek out new grant opportunities, write grant proposals, work with staff to ensure compliance with all grant-funded deliverables, and submit timely and accurate reports to funding stakeholders.

Grants are a critical source of project support for BNRC, providing for the conservation of land, building trails, managing habitat, and developing new community programming to engage people with nature. Over the next several years, BNRC hopes to significantly increase grant support.

Primary components of the position include:

- Build and maintain personal relationships with representatives of family foundations, private foundations, corporations, and government funding entities—through your own personal contact or by facilitating a relationship with BNRC's president
- Write grant proposals and create grant application packages for well-chosen BNRC funding opportunities
- Prepare and submit reports on grant awards, according to funder-identified deadlines

- Research and identify funding sources that are a good fit for BNRC’s mission—including family foundations, private foundations, corporations, and local, state, and federal government agencies
- Work with BNRC colleagues who specialize in land conservation, land stewardship, and community outreach to develop proposals toward specific outcomes that advance the BNRC mission and meet funder guidelines
- Manage the BNRC grants activity calendar, including regular communication with program staff to ensure that funded projects are proceeding on schedule and promised outcomes are being achieved
- Manage the grants fundraising calendar through research, submission, notification, and reporting, and lead quarterly grants opportunity and compliance meetings with BNRC staff and board members
- Collaborate with BNRC’s bookkeeping and accounting department to prepare grant budgets and ensure that financial reports are accurate
- Maintain BNRC’s GrantHub database with accurate and complete records of correspondence, documents, reports, deadlines, and other data
- Attend BNRC programs and events in the field, especially those that are grant-funded
- Work within the scope of BNRC’s strategic plan

This is a part-time position, approximately 20 hours per week.

Compensation includes starting annual salary of \$34,000; vacation, sick, and personal time; additional holiday schedule; and opportunity to participate in organization-matched retirement savings plan. Hours generally follow typical weekday business hours, yet flexible work scheduling is possible, as is the possibility of working remotely—likely from a Berkshire or Berkshire-adjacent location. Some evening and weekend work will be required.

To apply, send a letter of interest and resume to Rich Montone at rmontone@bnrc.org. Please use “Grants Specialist” as your subject line. No phone calls please. Applications will be accepted until the position is filled.

Established in 1967, the Berkshire Natural Resources Council mission is to protect and preserve the natural beauty and ecological integrity of the Berkshires for public benefit and enjoyment.

There are 56 BNRC conservation reserves spread across Berkshire County, free to the public, open to everyone for recreation, every day, all thanks to donors. More than 100 additional properties are also conserved through BNRC thanks to donor support. With its supporters, BNRC conserves land, protects wildlife and habitat, preserves local farms, and provides access to the Berkshire outdoors for everyone who loves this special region of the world. BNRC builds and maintains trails, and typically offers free year-round group outings. More about all BNRC properties and trails, and BNRC's free Berkshire Trails app, is found online at bnrc.org.

BNRC is an **equal opportunity employer**. BNRC does not discriminate on the basis of race, creed, color, ancestry, religion, national origin, sex, sexual orientation, gender identification, age, physical or mental disability, veteran status, marital status, genetic information, being a member of the Reserves or National Guard, status as disabled or Vietnam Era veteran or status in any group protected against discrimination by federal, state, or local law.

We welcome applications from BIPOC, LGBTQ+, women, and veterans. BNRC is actively engaged in ensuring its properties are welcoming to all, and in increasing diversity, equity, and inclusion in all aspects of its work.