



## Job Description

**Position:** Grants and Partnerships Coordinator

### Position Summary:

We are seeking a highly skilled communicator, writer, and relationship builder to deepen Hale's impact on our community as our Grants and Partnerships Coordinator. Hale believes nature, education, and recreation inspire us to learn, empower us to lead, and challenge us all to create a world in which people, place, and purpose are united, and the person in this role will be tasked with communicating these values and how we deliver on them through grant proposals and connections with corporate and educational partners. As a representative of Hale, this person will find funders and partners whose goals align with current and future projects and initiatives and will work to secure the support and funding needed for Hale to continue to expand its reach.

The ideal candidate will have a strong track record of researching and securing grants and partnerships, excellent interpersonal skills, and a drive to further Hale's mission. As a key member of both our development and programming teams, this individual will identify and pursue new funding opportunities, develop strategic partnerships, and maintain relationships with existing donors and partners. This team member will create a pipeline of funding opportunities for Hale's initiatives by fostering a deep understanding of existing and anticipated programming and capital needs.

### Responsibilities:

- Research grant funding and partnership opportunities that align with Hale's needs for application.
- Responsible for the development of proposals in writing grants including gathering documentation and other requirements as specified by funders for compliance.
- Responsible for following and reporting on grant funding processes from research to final reporting.
- Maintain, curate, and keep Development Team abreast of an active list of prospects and deadlines.
- Guided by the Development Team, develop and implement a comprehensive corporate grants and partnerships strategy to meet the organization's funding goals.
- Work closely with development and programming teams in order to understand existing and future funding needs and effectively describe them in applications.
- Establish and maintain relationships with corporate, school, and district partners.
- Keep records up to date in Hale's database as changes arise.
- Support the Development Team in planning and executing events and meetings by assisting with day-of setup and breakdown and attending events as a member of the Hale team.
- Maintains professional appearance and attire.
- Upholds the core values of Hale Education, Inc.

- Commits to and works towards equity, inclusion, diversity, and justice, both individually and within the greater Hale community.
- Creates and maintains a reputation for credibility, integrity, and fairness.
- Professionally represents Hale Education by displaying appropriate and professional behavior at all times during working hours, whether in person or through other communication avenues and when handling a variety of situations that may arise during interactions with others.
- Works with additional staff members as needed.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree in a relevant field, such as English, communications, journalism, or business
- A minimum of 5 years of experience in grant writing and grant management in a nonprofit, camp, or education setting
- Strong research, writing, and communication skills
- Experience using Salesforce or a similar data platform
- Proven track record of successful grant applications
- Ability to independently meet and manage tight deadlines and multiple competing priorities

### **Compensation and Benefits**

This is a full-time, exempt, year-round position. The salary for this role is \$63,000-68,000.

In addition, employees are eligible to participate in a robust benefits program including: health and dental insurance, annual cost of living increases, 403b retirement plan with employer matching, employer-sponsored long- and short-term disability benefits, life insurance, employee assistance program, and a competitive PTO plan including holidays, sick time, vacation time, personal days, and a week of closure between Christmas and New Year's holidays.

To apply, email a resume and cover letter to Jocelyn Bergeron at [advancement@hale.education](mailto:advancement@hale.education).

### **About Hale Education**

Hale Education, Inc. believes nature, education, and recreation inspire us to learn, empower us to lead, and challenge us all to create a world in which people, place, and purpose are united. Since 1918, Hale has been changing lives by connecting the people of Greater Boston to the outdoors through camps, academic partnerships, and community programming. Hale is made up of year-round employees, seasonal staff, a Board of Directors, volunteers, campers, students, and daily visitors. Our year-round team is based in our Carby Street office, right at the entrance to Hale's 1,100+ acres of woodlands, streams, trails, and ponds. Our collaborative workplace encourages in-person connection and time spent outdoors. Every member of the ever-growing team has a voice and purpose at Hale, and all are motivated to share Hale's impact—from experiential learning opportunities to the restorative power of nature—to more people, year after year.