



National Caucus of  
Environmental Legislators

## **NCEL Grants and Office Administrator**

**Position:** Grants and Office Administrator

**Hours:** Full-time, 40 Hours/Week

**Location:** Washington, DC

**Application Deadline:** April 3, 2023

### **About the National Caucus of Environmental Legislators (NCEL)**

NCEL is a 501(c)(3) nonprofit that empowers a nonpartisan network of state environmental leaders to protect, conserve, and improve the natural and human environment. We believe that the key to advancing sound policy in the states is well-informed legislatures with strong champions who can advocate on behalf of the environment, develop shared strategies, and collaborate with their peers across the country on shared learning and action.

Based in Washington, D.C., with remote staff across the country, program staff build relationships with lawmakers and staff, act as a connector for multi-state strategies, and leverage knowledge among NCEL members to enable states to build on successes from across the country. NCEL is viewed as the go-to resource for environmental state policy trends and innovative programs moving in the states. NCEL does not lobby for the enactment or defeat of any state or federal legislation.

### **Position Overview**

The Grants and Office Administrator will provide critical support to NCEL's growing fundraising efforts and executive leadership. The Grants and Office Administrator will work under the supervision of NCEL's Development Officer to ensure timely tracking and coordination of grant reports, budget reports, grant applications, and gift acknowledgment letters. The position will also provide critical administrative support to NCEL's Executive Director and execute office-wide logistics involving printing, directing mail and calls, and database management (Google Drive, Quorum, Bloomerang CRM).

This position will require up to 10% travel for meetings and events. It is necessary that the candidate reside in the DC, Maryland, Virginia area and is able to work in the DC office at least 2-3 times a week. The ideal candidate will be meticulously organized. They will be a team player that is able to easily liaison with and coordinate NCEL's internal staff and key partners such as our accountants. They will be highly skilled at verbal and written communication and have experience with spreadsheets and task management software. They will enjoy planning, creating systems, routine, and learning about the different interests and needs of each NCEL donor or funder to meet expectations. Interest in or experience with policy, environmental issues, and nonprofit fundraising are all considered pluses.

### **Responsibilities**

Grants and Development Responsibilities (50%):

- Tracking NCEL's program team's completion of grant deliverables and providing regular updates to program staff and leadership.
- Work with the accounting team and Executive Director to prepare regular budget reports for each grant. Over time, this position will help the accounting team determine which grant and grant task each organization expense should be allocated to.
- Support the Development Officer in preparing grant report and proposal documents. This position will mainly organize document sections for specific team members to contribute to, and over time, will occasionally contribute to the drafting of content themselves.
- Take notes during meetings and coordinate internal follow-up.
- Manage the grants calendar for the organization, tracking key deadlines for applications and reports.
- Administering subgrants and contracts to partner organizations.
- Support the Development Officer with database management, research, and other tasks to support NCEL's fundraising effort.

#### Executive Director Support Responsibilities (25%):

- Support scheduling requests for the Executive Director.
- Supporting meetings and event planning, including Staff Retreats, Board Retreats, and the National Forum.
- Research projects at the direction of the Executive Director.

#### Office Administrator Responsibilities(25%):

- Checking the NCEL physical office 2-3 times per week for mail and other requests.
- Managing the NCEL info email account and main phone number to respond to calls and direct to relevant employees.
- Onboarding new employees with paperwork and internal systems such as Google and Quorum.
- Writing thank you notes, and responding to mail requests.
- Coordinating office-wide logistics, including annual printing, holiday cards, and other updates.
- Updating databases and other systems for the organization, including Quorum, Google Drive, and more.

#### **Qualifications**

- A Bachelor's or graduate degree from an accredited college or university and/or at least two years of work experience in the nonprofit sector is highly preferred.
- Experience with nonprofit grants or basic accounting procedures is highly desirable.
- Interest in environmental issues and/or state policy is a plus.
- Strong written and verbal communication skills.
- Must be skilled in Microsoft Office Suite products, Google applications, and basic database management.
- Ability to work independently and within a team setting is essential.
- Ability to work remotely and collaborate with colleagues in other states.
- Ability and willingness to travel to events across the country.

- Creative problem-solving, enthusiasm, and initiative are preferred.

### **Salary**

The salary range for this coordinator position will be \$50,000-\$55,000, depending on experience. Benefits include health, dental, and vision insurance, and retirement funds.

### **Other Benefits**

- 15 days of vacation for your first year, 5 personal days each year, and additional sick time.
- NCEL offices are closed on the 4th Friday of each month and offer flexible summer Friday hours.
- Employer-offered health care, vision, and dental insurance.
- An automatic 3% 401K contribution with an additional profit-sharing contribution at the end of each year.
- \$500 per year for professional development.
- Monthly technology stipend.

### **To Apply**

Please send a single PDF document with your resume and a brief cover letter to [salvatore@ncelenviro.org](mailto:salvatore@ncelenviro.org) with the subject line "Grants and Office Administrator" and if you are able, please label any attachments with "LASTNAME\_FIRSTNAME." All submissions will be treated confidentially. **The deadline to apply is April 3, 2023.**

NCEL requires proof of COVID-19 vaccination as a condition of employment. Medical and religious exemptions can be considered with documentation

NCEL is committed to hiring and retaining a diverse workforce and strongly encourages applications from groups that have been historically underrepresented, including but not limited to women and people of color. NCEL makes hiring decisions without regard to gender, race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other protected class. NCEL does not lobby for or against any state or federal legislation.