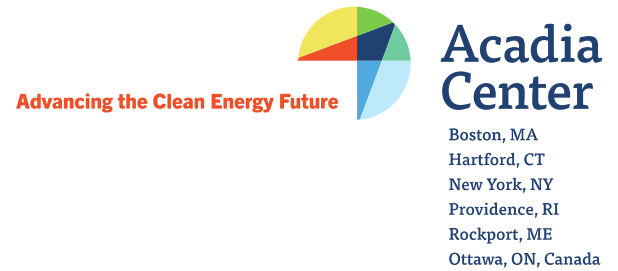


Grants Management & Development Associate



Acadia Center, a non-profit, research and advocacy organization committed to advancing the clean energy future, is seeking a Grants Management Associate to join its development team. Acadia Center is at the forefront of efforts to build clean, low carbon and consumer friendly economies. Acadia Center provides accurate and reliable information, and offers a real-world and comprehensive approach to problem solving through innovation and collaboration.

Position

The Grants Management Associate will work with the development team to strengthen Acadia Center's base of support. The tasks will include an evolving list of short- and long-term projects. This is an opportunity for an adept and organized self-starter who is excited about Acadia Center's mission and approach. The scope of work includes:

Activities

- Drafting grant reports and assistance with drafting foundation proposals
- Foundation and donor research and calendar tracking
- Managing communications with donors and prospects
- Organizing events
- Assisting in an individual donor program
- Materials and content development for print, web and presentations

Qualifications

- Excellent verbal and written communications skills, with the ability to present information concisely and effectively
- Ability to organize and prioritize multiple projects, and to ask for direction when needed
- Self-motivated with ability to work independently.
- Excellent interpersonal skills.
- Experience in nonprofit development or related position with applicable responsibility
- Commitment and enthusiasm for sustainable energy and climate progress
- Bachelor's Degree, Master's degree preferred but relevant experience will be equally considered

Technical Proficiencies

- Microsoft Office Suite (Word, Excel and PowerPoint) and Prezi preferred
- Wordpress, Constant Contact and other social media/content management systems
- Familiarity with Adobe In-Design, Photoshop; Eventbrite

Hours and Compensation

This position is intended as full time but could be structured as part-time or flex-time with pro-rated benefits. The position is preferred to be based in Rockport, Maine but other Acadia Center locations could be considered for the right candidate. Salary is commensurate with the candidate's experience and skill level. Benefits include health care, dental, retirement and disability.

To apply, please send a cover letter of interest, resume and at least two professional references to admin@acadiacenter.org and please insert **Grants Management Assistant and your last name** in the subject line. Phone calls will not be accepted.

Acadia Center is an Equal Opportunity Employer. Acadia Center seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, religion, sex, national origin, age, citizenship, sexual preference or physical disability.