

MEEA Position Announcement

Manager, Development & Grants

Organization Overview

The Midwest Energy Efficiency Alliance (MEEA) is a collaborative network, promoting energy efficiency to optimize energy generation and reduce consumption, create jobs and decrease carbon emissions in all Midwest communities.

At MEEA, we leverage our expertise to be the Midwest's leading resource for our members, allies, policymakers and the broader sector to promote energy efficiency as the essential pathway to achieve a clean, affordable, equitable and sustainable future. MEEA serves as a technical resource, promotes program and policy best practices and highlights emerging technologies, all to maximize energy savings, reduce costs, improve resilience and lower energy burden.

Position Summary

The Development & Grants Manager is a member of MEEA's Membership & External Relations team and will work across the organization to manage funding proposals and grants. This individual will work with project staff to develop grants and coordinate with project partners. They will also work with staff to track deliverables and reporting for contracted work and be a liaison between project staff and subcontractors.

The ideal candidate for this role will have exceptional organizational skills, extensive experience in budgeting and monitoring grant deliverables, and the ability to manage and lead staff project teams. The Development & Grants Manager will support relationships with funders, ensuring that grant programs operate efficiently, and grant administration is streamlined, assisting in keeping our organization fiscally sound.

Responsibilities

- Lead proposal development processes including project management with subject matter experts, completing financial and budgetary forms, compiling supplemental documentation, and managing any external subcontractors.
- Manage active contracts including tracking deliverables, documenting work, managing budgets and reviewing subcontractor invoices and progress reports for compliance.
- Work with finance department on grant reporting and invoicing, manage all federal reporting requirements.
- Oversee grant administration process, tracking hours and progress reports, ensure compliance with grant requirements.
- Manage grant databases, identify new sources of funding and make appropriate staff aware of upcoming funding opportunities.
- Support relationships with government agencies and foundations.
- Educate staff on fundraising policies and procedures.
- Manage contracting process with new funders including reviewing terms and conditions, master service agreements and scopes of work for compliance.
- Manage contracting process with subcontractors including developing contract documents, managing negotiations, and ensuring contracts are executed in a timely manner.

Qualifications

The successful candidate will be expected to have the following qualifications:

- B.A. or B.S. in Non-profit management, public policy, business administration, English or a related field
- Minimum 5 years' experience in grant management and development, working for non-profit organization preferred
- Excellent communication, presentation and writing skills (samples may be requested)
- Experience tracking budgets and managing grant reporting
- Experience working with multiple funders, including federal agencies, state governments and private foundations
- Proficiency in Microsoft Office suite
- Proven leader able to take initiative on projects and work in a team environment
- History of strong project management experience with success in meeting deadlines and the ability to adapt with shifting priorities
- Ability to travel up to 10% of the time

Compensation

The Development & Grants Manager position starts within an annual salary range of \$70,000-\$80,000. Compensation for selected candidate will be commensurate with experience. MEEA offers a competitive employment benefits package that includes:

- 10 days of annual leave in the first year, 8 days of sick/personal leave, 9 holidays and 3 floating holidays
- Health insurance, including vision and dental insurance, and an employer sponsored healthcare reimbursement account
- A 403(b)-retirement plan with employer matching potential

Location

Civic Opera Building, 20 N Wacker Dr., Chicago, IL 60606. MEEA operates as a hybrid work environment requiring 3 days in the office and 2 days remote. Wednesdays are mandatory in-office days.

To Apply

Submit cover letter and resume to jobs@mwalliance.org with Subject: "Manager, Development & Grants" by **Tuesday, March 26, 2024**. Candidates who do not submit both items will not be considered. Candidates identified for interviews will be asked to provide three references. No phone calls please.

MEEA is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, gender, color, age, religion, creed, class, sexual orientation, national origin and disability.