



Municipal Grant & Outreach Program Manager - Independent Contractor

Full-time, contracted position

We seek a socially and environmentally conscious person who is a strong communicator and passionate about helping others in the Turtle Creek Watershed region. A successful applicant will embody our organization's core tenets of Creativity, Quality Communication, Education & Leadership of Others, Culture of Service, Relationship Building, Adaptability, and Effective Time & Project Management. This position will report directly to the Program Specialist and will be responsible for outreach to the 32 municipalities in the area we serve to develop green infrastructure projects and apply for federal funding to implement them. If you feel that you have what this job requires, please send a resume to shaina@protectpt.org that states your purpose and expressed interest in the position.

Responsibilities:

- Using the Infrastructure Investment and Jobs Act, CHIPS Act, and Inflation Reduction Act, create a unique opportunity for our communities by making funds available to enact the necessary infrastructural changes.
- Meet with community leaders and municipal officials to discover each community's unique needs, raise awareness of funding opportunities, and generate buy-in.
- Host meetings to strengthen partnerships with leaders and officials.
- Secure speakers that can educate leaders and officials on the benefits of grantmaking for the purpose.
- Write grants that will create tailored, winning funding proposals that will enable our communities to realize energy-friendly projects like solar panels, electric buses and cars, energy-efficient weatherization, a regional clean energy innovation program, and more.

Preferred Qualifications:

- Passionate about social and climate justice;
- Working towards OR holding a Bachelor's in Nonprofit Management, Communications, Business, Marketing, or Sustainability or an associated major;
- Experience writing grants or business proposals;
- Ability to work independently and manage multiple tasks at once;
- Proficient in Microsoft Excel, Google Drive, Gmail, online collaboration tools, and willing to develop additional skills;
- Weekday evening and weekend availability.

*Applicants that live or have roots in the Turtle Creek Watershed Communities will be given preferential consideration.

Protect PT is committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of sex, race, age, religion, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or any other protected category

Promote PT Inc. DBA, Protect PT (PPT) is a 501(c)3 nonprofit organization dedicated to ensuring residents' safety, security, and quality of life by engaging in education and advocacy to protect the economic, environmental, and legal rights of the people in Westmoreland and Allegheny counties. PPT empowers local residents to become informed and involved in current local events to promote a more viable, just, and communal future. PPT partners with similar community-based organizations to conduct outreach, host educational workshops, and attend community events. Visit our website for more information on our initiatives at www.protectpt.org.