



JOB DESCRIPTION

U.S. PROJECT FUNDING SPECIALIST/GRANT WRITER, COASTAL RESILIENCE & WATER QUALITY

Great Lakes and St. Lawrence Cities Initiative

July 2026

JOB SUMMARY

The **Great Lakes and St. Lawrence Cities Initiative** is a leading multinational coalition of municipal and Indigenous leaders committed to driving economic prosperity while safeguarding the freshwater resources of the Great Lakes and St. Lawrence River Region. Joining our team means stepping into a vibrant, fast-moving environment where you will collaborate directly with mayors, senior municipal officials, and other influential decisionmakers — alongside American and Canadian colleagues passionate about making a real difference.

The Cities Initiative is seeking an experienced project funding professional to join our team. The ideal candidate will have a proven track record securing funding for coastal resilience and/or water quality improvement projects through government and foundation grant writing. The candidate will be responsible for documenting best practices, developing outreach materials, and serving as advisor to Cities Initiative member communities. The role will support member communities by identifying and documenting innovative financing resources; providing community-specific advisory services; developing tailored project-specific financing strategies; identifying key grant opportunities and supporting interested members in preparing grant applications; and socializing projects with partners and potential funders. This is a full-time, remote position reporting to the U.S. Programs Director and working collaboratively with the U.S. team.

LOCATION: Remote – United States

MAJOR DUTIES AND RESPONSIBILITIES

Direct Member Support (60%)

- Meet with U.S. members to understand financing support needs
- Research and prioritize funding opportunities for U.S. members to advance local water quality improvement and coastal resilience projects
- Develop strategic communications to targeted groups of U.S. members regarding available funding opportunities, ensuring they receive timely and accurate information such as grant objectives and dates/deadlines
- Prepare training materials and engage U.S. members through in-person and virtual meetings and workshops on financing for local water quality improvement and coastal resilience projects
- Provide one-on-one financing support to U.S. members for advancing current projects aiming to improve water quality and/or coastal resilience, including preparing grant applications/proposal development to federal, state, and foundation funding programs and developing financing strategies for alternative project financing for design, capital, and matching costs
- Develop and foster partnerships with U.S. agencies, non-profit organizations, and private sector partners to ensure optimal coordination and reduce duplication of efforts

U.S. Programs Development (20%)

- With the U.S. Programs Director, evaluate U.S. member feedback and support the development of a suite of high-value pilot programs that improve local coastal resilience and water quality
- Research and prioritize funding opportunities from government and philanthropic sources to support Cities Initiative-led program development in the coastal resilience and water quality spaces, as well as prepare grant applications to secure funding for pilot programs

Evaluation, Reporting, and Compliance (20%)

- Provide regular updates to the U.S. team on accomplishments to support grant and organizational evaluations, including anticipated timelines regarding current funding cycles
- Provide written documentation of activities and outcomes required for grant reports
- Work with U.S. Programs Director to support organizational compliance with U.S. federal grants

QUALIFICATIONS

Key Competencies and Skills

Required:

- Minimum 3 years of relevant experience required
- Demonstrated success applying to, securing and/or managing grants from funders such as U.S./State EPAs, NOAA, National Fish and Wildlife Foundation, state SRF programs, and state Coastal Zone Management Programs
- Knowledge of a variety of project funding mechanisms
- Experience planning and facilitating training and informational meetings
- Knowledge of Great Lakes issues and key players in the United States
- Excellent written and verbal communication skills
- Creative thinking and problem-solving abilities
- Strong organizational and project management skills
- Strong skillset in all Microsoft 365 programs, Constant Contact, email automation, WordPress, and Google Analytics
- Fluency in English

Preferred:

- Knowledge of Great Lakes coastal resilience and water quality funding programs
- Excellent verbal communicator and collaborator
- Track record of developing guides and resources for regional and city-level officials and staff
- Experience working with or for municipal governments

Personal Attributes: Self-motivated, results-oriented, and able to manage competing demands in a fast-paced environment

WHAT WE OFFER

- Competitive salary – starting at \$70,000-\$80,000 per year – and 401K match, three weeks paid vacation per year plus annual December 25-January 1 shutdown, paid federal holidays and healthcare stipend

HOW TO APPLY

Interested candidates should **submit their resume and a cover letter** outlining their qualifications and experience to t.kevin.odonnell@glscities.org with the **subject line "U.S. Project Funding Specialist/Grant Writer."**

Applications will be reviewed on a rolling basis beginning July 20, 2026.