



JOB DESCRIPTION

PROJECT FUNDING SPECIALIST, WATER QUALITY AND RESILIENCE

Great Lakes and St. Lawrence Cities Initiative

October 2025

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'll collaborate directly with mayors, senior municipal officials, and other influential decision-makers—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 climate resilience and/or water quality improvement projects through government and foundation grant writing and knowledge of alternative financing (e.g. tax incremental financing). The role will support members in advancing on-the-ground projects that improve local resilience to flooding and erosion and/or improve water quality of the Great Lakes. This is a full-time, remote position reporting to the Chief Programs Officer and working collaboratively with the U.S. and Canadian teams. This position may be filled as contract (hourly) or employment (salaried).

LOCATION: Remote – United States

MAJOR DUTIES AND RESPONSIBILITIES

Direct Member Support (60%)

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

Cities Initiative-Led Pilot Programs Support (30%)

- With Chief Programs Officer, evaluate member feedback and support the development of a suite of high-value pilot programs that improve local climate resilience and water quality
- Research and prioritize funding opportunities to support Cities Initiative-led pilot programs and prepare grant applications to secure funding for pilot programs

Evaluation and Grant Reporting (10%)

- Provide regular updates to the Programs team on accomplishments to support grant and organizational evaluations
- Provide written documentation of activities and outcomes required for grant reports

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 U.S. and Canada
- 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 climate resilience and water quality funding programs in Canada (federal, ON, QC).
- Working knowledge of French
- 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 \$60,000 to \$75,000/year – and 401K match, three weeks of paid vacation per year plus annual December 25-January 1 shutdown, paid federal holidays and healthcare stipend
- A collaborative and innovative work environment

HOW TO APPLY

Interested candidates should **submit their resume and a cover letter** outlining their qualifications and experience to bridget.brown@glslcities.org with the **subject line "Project Funding Specialist"** Applications will be reviewed on a rolling basis beginning November 3, 2025.