

Grants Administrator, Conservation

Atlanta, GA • Development

Job Type

Full-time

Description

The Grants Administrator, Conservation supports the Atlanta Botanical Garden's Southeastern Center for Conservation through full-cycle project management of public and private grants that fund the Garden's conservation and research programs. The role is heavily focused on federal pre- and post-award activities, including budget review, application assembly, reporting, compliance, and coordination under 2 CFR 200 (Uniform Guidance).

This position requires exceptional attention to detail, strong communication skills, and the ability to manage multiple concurrent deadlines while working collaboratively with the Garden's Conservation & Research (C&R), Advancement, and Finance teams.

To Apply: Please include sending a brief writing sample in addition to cover letter and resume.

Key Responsibilities:

Pre-Award (Proposal Preparation, Budget & Submission):

- In coordination with C&R leadership and the Senior Advancement Officer for Conservation, conduct ongoing prospect research to identify aligned funding opportunities
- Review funding opportunity requirements, agency guidelines, timelines, and compliance criteria
- At the direction of C&R leadership, where appropriate, communicate with program officers to assess fit, confirm application details
- Coordinate with C&R staff to gather technical content and supporting documents
- Review draft project budgets and budget narratives for accuracy, allowability, alignment with 2 CFR 200; compliance with grant, audit, and agency guidelines, and internal policy
- Work with C&R staff and Finance to finalize proposal budgets and ensure all cost elements meet funder requirements
- Assemble and edit proposal narratives and attach all required federal and foundation application materials (not responsible for authoring scientific content)
- Prepare and submit federal application packages in funder portals (e.g., Grants.gov, GrantSolutions) and route materials for internal approvals
- Maintain internal deadlines and ensure all components of the application meet agency and institutional requirements

Post-Award (Award Management, Budget Tracking & Compliance):

- Review award notices, terms and conditions, and, for public grants, agency-specific compliance requirements under 2 CFR 200
- Collaborate with Conservation program staff to track deliverables, milestones, timelines, and documentation needs
- Coordinate with Finance to create reimbursement requests, prepare documentation, and ensure accurate financial reporting
- Assemble, edit, and submit interim and final programmatic and financial reports to federal and foundation funders
- Ensure compliance with federal administrative, financial, and documentation standards
- Maintain audit-ready records and respond to information requests for monitoring or site visits

Grant Management Systems & Recordkeeping:

- Maintain organized, complete grant files, calendars, workloads, and records in designated systems, such as Monday.com, shared drives, and Amplifund
- Track proposal submissions, award statuses, reporting deadlines, and grant histories
- Ensure consistent data integrity and maintain accurate documentation throughout each grant's lifecycle

Cross-Department Collaboration & Communication:

- Working closely with the Senior Advancement Officer for Conservation, liaise between Advancement and Conservation & Research teams for all grant-related tasks
- Participate in relevant recurring meetings in C&R and Advancement, as needed, to stay abreast of current projects and share out
- Provide regular updates to the Conservation & Research leadership and coordinate closely with Finance on budget, expenditures, and reporting
- Support funder stewardship efforts through accurate reporting, documentation, and communication with funders as required

Requirements**The Ideal Candidate:**

- Highly motivated, a self-starter, and a team player with energy, positivity, and flexibility who is interested in learning all facets of philanthropic and federal grants management
- Has strong interpersonal skills, excellent editing and project/time management skills, the ability to analyze grant budgets, fine attention to detail, and adaptability to a fast-paced work environment
- Can work occasional evenings and weekends to meet external deadlines

- Must demonstrate full computer proficiency, including Google Suite; experience with databases and grant/fund management systems (e.g., Raiser's Edge, Amplifund, Monday.com) is preferred
- Holds an undergraduate degree and a minimum of 2-4 years of experience in grants management
- Has a background in the natural sciences (biology, ecology, botany) is a strong plus

The above job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.

It is the policy of the Atlanta Botanical Garden to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, reasonable accommodations will be made for qualified individuals with disabilities.

ABG Core Values:

- **Conservation:** We value natural resources and ecosystems, making choices with the long-term sustainability of our planet in mind
- **Excellence:** We hold ourselves to high standards and expect commitment from each other to contribute to a positive image and reputation for the Garden
- **Inspiration:** We inspire through the creation of an environment that supports imagination and expression of beauty, providing joy, delight, and a deeper appreciation of plants for everyone
- **Integrity:** We demonstrate honesty, transparency, accountability, trustworthiness, and ethical behavior, exercising good judgment in our actions and communication
- **Respect:** We value the diversity of our coworkers, volunteers, and guests, holding each other in the highest regard

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