



POSITION ANNOUNCEMENT

Environmental Grants Data Research Consultant

Reports To: Senior Research Manager

Closing Date: November 3rd, 2024

Tentative Start Date: December 1st, 2024

Location: Remote

Hours: 10–20 Hours Per Week

Rate: \$22/hour

About Environmental Grantmakers Association

The Environmental Grantmakers Association (EGA) is the “big tent” of environmental philanthropy. We are a community made up of over 200 foundations spanning North America and the globe, that convene to practice just philanthropy in support of people and the planet. In 2022, EGA members gave a record high of \$2.7 billion in funding to environmental issues.

What We Do

EGA convenes members and partners to practice just philanthropy in support of people and the planet. Our annual convenings, peer learning spaces, and services catalyze our network of environmental grantmakers to bolster strategic philanthropy for equitable and interdependent ecosystems, healthy communities, and sustainable economies.

Our Values

Our vision is to create a habitable planet with sustainable economies that recognize the enduring value of equity to ecosystem health. EGA’s north star is our [Racial Equity POV](#), a collective commitment by EGA’s board, staff, and members, to advance racial equity in environmental philanthropy. By engaging members on a wide spectrum of environmental issues framed through a racial equity lens, EGA is driving the [collective power](#) of environmental philanthropy to build a healthy planet for all people.

Learn more about EGA at www.ega.org.

About Tracking the Field

Tracking the Field (TTF) is a research program at the Environmental Grantmakers Association, with the purpose to deepen understanding of trends, challenges, and critical needs in environmental philanthropy. Started in 2007, TTF now covers over 180,000 grants totaling \$22 billion in giving dollars, with over 15,000 being added annually. This data is maintained in a secure searchable online database. The data provides in-depth, historical analyses of environmental giving trends and helps funders see how their grantmaking fits into the larger ecosystem of

funding. TTF offers data services at multiple levels, including the searchable database, Tracking the Field [reports](#), and custom data services at the request of members and partners.

About the Position

The Environmental Grant Research Consultant will work with EGA's Tracking the Field Team to collect, research, code and input grants data into an online searchable database. This role also supports the creation of the Tracking the Field report series and EGA's other custom data analysis projects. This is an excellent opportunity for someone interested in exploring a wide span of different environmental issues, understanding the key players in the sector, and diving deep into the trends in environmental philanthropy.

Duties:

- Grants data collection: collect environmental grantmaking data from different sources including IRS 990 forms, grantors' websites and from funders directly.
- Grant tagging and entry: research, code and input grants into an online CiviCRM database using EGA's standard taxonomy, based on the grant description, grantee's website and other online resources. Each grant will be coded using tags including the issue area impacted, geographic region, communities impacted, etc.
- Creating new profiles for grantees in the database, including the grantees' EIN number, website, address, etc.
- Grant review & cleaning: assist in grant tagging review and data cleaning as needed.
- OPTIONAL: Data analysis and report writing support as needed. Data analysis work includes creating pivot tables in Excel, doing keyword searches, creating calculation formulas, and creating data summary charts. (Based upon satisfactory performance of the primary grant tagging and entry tasks, and depending upon project needs). This work will be paid at a separate rate of \$30 per hour and typically consists of less than 10% of the Consultant's total hours.
- This position involves heavy data entry.

Qualifications:

- Is pursuing or holds a bachelor's / master's degree in a field related to environmental studies or philanthropic studies, including Environmental Science, Sustainability, Urban Planning, Public Administration, Public Policy, International Development, etc.
- Demonstrable understanding of a wide range of environmental issues. In-depth knowledge of at least a few environmental issues and related social trends.
- Demonstrable qualitative data collection and research skills.
- Basic quantitative data analysis skills. Advanced Excel skills are a plus.

- Experience working with databases is a plus.
- Knowledge of environmental grantmaking and familiarity with philanthropic data, especially IRS 990 forms is highly desirable.
- Highly organized and extremely detail oriented to maintain the consistency and integrity of data.
- Strong work ethic to work independently in a remote setting.

About the Application Process

To apply, please complete this [application form](#), including the below information:

- A Resume
- A Cover letter that outlines: what makes you excited about this position, your specific experience relating to environmental philanthropy and environmental issues, and the number of hours you will be able to work each week.

No calls, queries, or faxed applications will be accepted.

Environmental Grantmakers Association is an equal opportunity employer who encourages leaders from BIPOC and other historically marginalized communities to apply and considers all applications without regard to race, color, religion, creed, gender identity, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

