



## POSITION ANNOUNCEMENT

### Environmental Grants Data Research Consultant

Reports To: Research Manager

Closing Date: February 28<sup>th</sup>, 2026

Tentative Start Date: March 31<sup>st</sup>, 2026

Location: Remote

Hours: 10–20 Hours Per Week

Rate: \$22/hour

### About Environmental Grantmakers Association

The Environmental Grantmakers Association (EGA) is a non-profit membership organization representing over 200 foundations from across North America and around the world who collectively hold approximately \$200 billion in assets and give more than \$3.2 billion dollars annually to environmental causes. EGA is focused on supporting equitable and sustainable ecosystems, healthy communities and a just economy. EGA promotes effective environmental philanthropy by sharing sector knowledge, fostering strategic debate, cultivating leadership, and facilitating collaboration for action.

More information about EGA can be found at [www.ega.org](http://www.ega.org).

### 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.

## 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.

## **EGA's AI Policy**

EGA remains committed to human centered support of our membership as a matter of principle and as one of our core ways of working, mindfully. As needed EGA will adopt new technology and practices to advance its mission with our values at the forefront of our decision making. Any new and existing technology and practices used must align with the EGA's vision, mission, and culture.

As a result of the increased awareness and widespread usage of artificial intelligence (AI), EGA will carefully assess the utility and value-alignment of AI solutions before they are applied to our work. As a rule, AI usage is not preferred or a standard for use in the development of communications, evaluation, program development or maintenance and it is not authorized for use in our recordkeeping, note taking or concept development because our best resource is our thinking, caring and relationship to one another and our community.

## **About the Application Process**

To apply, please complete this [application form](#), including the below information by February 28<sup>th</sup>, 2026.

- 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.*

