

REQUEST FOR PROPOSALS
Project Manager/Grant Administration Consultant

Issued by:	Massachusetts Land Trust Coalition
	18 Wolbach Rd
	Sudbury, MA 01776
Issue Date:	September 23, 2026
Proposal Due Date:	October 4, 2026
Anticipated Contract Period:	October 15, 2026 - December 31, 2027
Estimated Level of Effort:	Variable, to average 22-24 hours per month through 07/31/2027 and 6 hours per month through 12/31/2027

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I. Project Background

The Massachusetts Land Trust Coalition (MLTC) is a 501(c)(3) headquartered in Sudbury, Massachusetts. MLTC advances land conservation across Massachusetts by providing education, tools, networking, and advocacy for land trusts and their partners. MLTC strengthens, connects, and unifies over 140 land trusts that work across Massachusetts to protect farms and forests, conserve wildlife habitat, preserve water quality, buffer communities from impacts of climate change, and create parks and trails that provide healthy outdoor recreation opportunities.

In 2026, MLTC engaged with the Massachusetts Executive Office of Energy and Environmental Affairs (EEA) to take on the state's Land Conservation Assistance Grant program. The goal of this transition is to reduce the lag between grant application and approval so organizations are able to commit funds to projects. The program has been managed by the Division of Conservation Services (DCS) at EEA.

The Land Conservation Assistance Grant Program was developed to help local government and non-government organizations permanently protect land. The program provides funding to help develop land conservation projects and can be used to pay for consultants to manage projects, among other early due diligence expenses to ready a project. In addition, it can also be used by municipalities to help pay to update their Open Space Plans, something that can become a barrier to accessing state land protection money.

II. Need for Project Manager/Grant Administration Consultant

This grant funding stream has generated significant interest among land conservation partners and has demonstrated its potential to accelerate project development. As a result, both MLTC and EEA have a strong interest in ensuring the program is successfully established, efficiently administered, and responsive to constituents across the state.

MLTC is looking for a dedicated, part-time Project Manager/Grant Administration Consultant ("Project Manager") to help MLTC set up and administer this grant program. The Project Manager will provide the focused capacity, accountability, and timely responses needed to establish effective systems and processes, coordinate deliverables, respond promptly to applications and partner needs, monitor grant activity, and ensure projects move forward efficiently.

III. Program Schedule

The work will begin as soon as possible and may run through December 31, 2027.

Phase A: Set-up and Management

- Multiple deliverables: The Project Manager will be responsible for completing several start-up deliverables within a defined timeframe.
- Initial coordination: This phase will require communication, planning, document development, and coordination to establish the grant management process.
- More intensive hours will be expected in the initial months of grant management to address applicant inquiries, questions, and support.
- Flexible/variable hours based on application volume, timing of submissions, required materials, and grantee invoice activity.

- High responsiveness is required: Applicant and grantee inquiries and submissions must be responded to and handled within one business day of submission.
- This creates an ongoing obligation to monitor submissions and remain available throughout the grant period, even if the total number of hours is unpredictable.
- Program launch - June 30, 2027

Phase B: Year two management

- July 1, 2027 - December 31, 2027 (anticipated)
- Continued monitoring and management of any projects that may extend beyond the first program year.
- Commitment is expected to be reduced/intermittent/variable, depending on the number of projects still active.
- If no projects extend beyond June 30, 2027, the project will terminate at the end of Phase A.

IV. Scope of Services Required

1. Program Set Up (~30 days or less)

- a. Review application with Executive Director (or her assigns) and revise as needed.
- b. Devise filing and communication system in partnership with EEA.
- c. Modify existing tracking spreadsheets and check lists or, if necessary, create them to assist in program communication, tracking, and reporting.
- d. Troubleshoot problems as they arise.
- e. Work with MLTC and EEA staff to organize and lead at least 2 virtual information sessions for the public.
- f. Work with MLTC and EEA staff to advertise Grant RFP Opening.

2. Coordination

- a. Establish and organize a meeting schedule for ongoing coordination of activities between the Project Manager, EEA staff, and other MLTC staff as needed.
- b. The Project Manager will participate in regular project meetings and provide updates on work completed, upcoming activities, and any issues requiring attention.

3. Kickoff Period

- a. Respond to applicant inquiries, help filter and guide requests.
- b. Troubleshoot workflow, identify communication bottlenecks, correct.

4. Ongoing Grant Administration

- a. Timely review of incoming applications ensuring completeness and accuracy.
- b. Maintain organized records of applications, communications, and program documentation.
- c. Coordinate with DCS to ensure applications are reviewed and contracts are executed in a timely manner.

5. Technical Assistance

- a. Provide technical assistance to prospective and current grant applicants throughout the application process.
- b. Respond to inquiries regarding program eligibility, application requirements, and submission procedures. Assist applicants in understanding grant guidelines and required documentation.

- c. Identify common applicant questions and recommend improvements to guidance materials.

6. Application Review Support

- a. Conduct administrative reviews of grant applications for completeness and compliance with program requirements.
- b. Assist MLTC in organizing and tracking application review activities.
- c. Prepare summaries or review materials for evaluation committees, as requested.
- d. Document application review findings and communicate follow-up requests to applicants as directed.

7. Outreach and Communications

- a. Support outreach efforts to increase awareness of the Land Conservation Assistance Grant Program among eligible organizations.
- b. Assist in developing and distributing program announcements, guidance materials, and other communications.
- c. Coordinate informational meetings, webinars, or applicant workshops, as requested.
- d. Maintain consistent communication with applicants and stakeholders throughout the grant cycle.

8. Grantee Invoicing

- a. Ensure timely flow and approval of invoices from grantees to MLTC executive director for approval and payment.
- b. Track invoices through approval and timeliness of payments.
- c. Particular attention will be paid to invoicing deadlines and deliverables as FY end approaches.

9. Program Reporting and Development

- a. Compile program data and maintain records necessary for reporting.
- b. Prepare monthly summaries of program activities, applicant participation, and grant administration metrics.
- c. Assist MLTC in preparing reports required by the Massachusetts Executive Office of Energy and Environmental Affairs.
- d. Recommend process improvements to enhance program efficiency and applicant experience.

V. Deliverables

The Project Manager will provide, at a minimum:

- Ongoing grant administration support.
- Technical assistance to grant applicants.
- Administrative review and tracking of grant applications.
- Outreach materials and communication support.
- Tracking of grantee invoices and timely payment.
- Periodic program status reports and data summaries.
- Recommendations for continuous improvement of grant administration processes.

VI. Performance Objectives

The Project Manager's performance will be measured by the ability to:

- Support efficient and timely administration of the Land Conservation Assistance Grant Program.
- Provide responsive and accurate technical assistance to applicants.
- Facilitate an organized, transparent, and consistent application review process.
- Maintain accurate program records, payment tracking, and reporting.
- Facilitate successful communication and coordination among MLTC, EEA, applicants, and other stakeholders.

VII. Level of Effort and Work Requirements

The total level of effort under this agreement shall not exceed 236 hours without advance written authorization. The level of effort is anticipated to vary by phase and shall be managed based on program needs.

Phase A – This phase will include program set-up, preparation for and implementation of two one-hour public information sessions, and ongoing program administration/management during FY27. Hours for this phase shall not exceed 200 hours, based on an anticipated level of effort averaging 22-24 hours per month for nine months. A significantly greater concentration of effort is expected during the first and last three months of Phase A. Phase A is anticipated to occur between October 2026 through June 30, 2027.

Phase B – Ongoing Project Monitoring in FY28 shall not exceed 36 hours, based on a maximum of 6 hours per month for six months from July 1, 2027 through December 31, 2027.

The combined maximum level of effort for Phases A and B is $200 + 36 = 236$ hours. The Project Manager shall manage time and activities within these limits and shall not exceed the overall 236-hour authorization without prior written approval. Hours allocated to Phase A that are not expended will not be available for Phase B.

If all projects are completed prior to December 31, 2027, Phase B services shall conclude upon completion of the final active project, and compensation shall be limited to the actual hours of services provided through the completion of that project. The Project Manager shall not be entitled to payment for unused hours.

The project manager must provide their own work space and equipment. Work is expected to be conducted remotely, with routine online meetings with MLTC and/or EEA. There may be opportunities for in-person meetings within Massachusetts.

VIII. Desired Qualifications

The ideal Project Manager will have:

- Excellent organizational and project management skills.
- Excellent written and verbal communication skills.
- At least 3 - 5 years of experience in grant administration, grant management, philanthropy, nonprofit administration, or a related field.
- Familiarity with the Massachusetts conservation community.
- Familiarity with Massachusetts state government.
- Demonstrated experience managing multiple grants and deadlines simultaneously.
- Experience working directly with nonprofit organizations and/or grantees.

- Strong attention to detail and ability to maintain accurate records.
- Experience with grant management databases, CRM systems, spreadsheets, or similar tools.
- Ability to work independently while communicating effectively with organizational staff.
- Experience developing or improving administrative systems and processes.
- Familiarity with nonprofit financial management and grant compliance requirements.

Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. MLTC encourages individuals who believe they have the skills necessary to thrive to submit proposals.

IX. Submission Instructions

Interested parties should submit a proposal that includes:

- Resume.
- Description of experience and qualifications relevant to this work.
- At least two professional references from organizations for which you have provided similar services.
- Proposed hourly rate.
- Submit proposals to [katy at massland dot org](mailto:katy@massland.org) no later than Sunday October 4, 2026.

MLTC reserves the right to modify or cancel this RFP.