

# Staff Position Description



MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

**Title:** Grants Writer

**Date:** 12/15/2021

**Reports to:** Corps Director

**Starting Salary:** \$19.23 - \$24.04/hour depending on experience and qualifications

**Location:** Any ALCC office (Albuquerque, Acoma, Zuni, Hopi, Gallup), Potential for *Remote Work Eligibility, with the ability to travel to ALCC offices*

**Status:** *Full-Time, Non-Exempt*

**Benefit Eligible:** Full benefits eligible including: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off per Personnel Policies

## **Program Summary:**

Ancestral Lands Conservation Corps (ALCC) is a program of Conservation Legacy (CL). ALCC provides conservation service opportunities for indigenous youth, young adults, and recent-era military veterans in Colorado, New Mexico, and Arizona and works with other Native American communities and conservation corps across the country to provide similar opportunities. Our vision is to lead our Nations back to ecological and cultural well-being and we do this by empowering individuals to positively impact their lives, their communities, and the environment. AL's crews are supported from operational bases in Acoma Pueblo, Albuquerque, Zuni Pueblo, Gallup, and Kykotsmovi (Hopi) as well as a national Individual Placement program.

## **Position Summary:**

The ALCC Grant Writer will work with ALCC leadership to develop and implement a philanthropic fundraising strategy, including writing grant proposals, developing and strengthening relationships with potential and current funders, writing grant reports and working with Directors to ensure that reports are completed in a timely manner and are compliant with grant requirements, assist with invoicing, and assist with other administrative duties.

## **Essential Responsibilities and Functions:**

### **Fundraising Strategy**

- Research grant opportunities that align with the mission and need of the program
- Work collaboratively with ALCC leadership to develop and maintain a fundraising strategy
- Ensure all grant opportunities are recorded timely in the database

### **Grant Writing and Management**

- Assist with the creation of or review of grant proposals and financial plans prior to grant submission.
- Review grant language including Terms and Conditions for consistency, compliance, and operational feasibility prior to submission.
- Ensure that database management related to agreements is consistent and that relevant required files are uploaded timely and stored correctly. File related documents as requested.

- Audit previously submitted financial plans and agreements for consistency and compliance.
- Maintain a current repository of commonly used documents for grant submissions.
- When necessary, participate in the completion of grant proposals for org wide applications as well as AmeriCorps grants.

### **Project Reporting and Compliance**

- Create and coordinate the timely and accurate completion of project reports and other deliverables and ensure compliance.
- Assist in crafting social media posts highlighting project work funded by grants and philanthropic donors.

### **Invoicing and Budget Tracking**

- Assist program staff with tracking of project and grant budgets.
- Communicate with directors on issues/concerns with budget.
- Ensure documentation is in place to support accurate invoicing
- As needed, review invoices prior to approval

### **Other Duties**

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential harassment or grievances within the organization as identified in the Personnel Policy Manual.

### **Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions.*

### **Minimum Qualifications:**

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 2 years of experience in grant writing or 4 years of management or administration.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.

Updated December/2021

Robles

- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

**Preferred Qualifications:**

- Bachelor's Degree or minimum 3 years' experience in related fields.
- Experience working with DOI/USDA grants and agreements and the related accounting and finance processes for effective budget management.
- Extensive grant writing and management experience

**To Apply:** Send Cover letter and resume to Chas Robles [chas@conservationlegacy.org](mailto:chas@conservationlegacy.org). Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.***

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.