

# Staff Position Description

**Title:** Philanthropy Coordinator, Southeast Region

**Starting Salary Range:** The starting salary range for this position will be in the \$23.03 - \$23.70 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

**Location:** Fully remote eligible within the contiguous United States only. Preference for candidates who work from NC or TN.

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

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

**Reports to:** Director of National Philanthropy

**Posting Period:** Please apply before **November 18, 2024**

## Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore, and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air, and water; thriving people and resilient communities.

## Position Summary:

The Philanthropy Coordinator is responsible for supporting the organization's fundraising plan, including securing government, corporate and foundation funding. The position will work closely with the Director of Philanthropy and program staff to identify funding opportunities, write, and submit grant proposals, and assist programs with proposal development and submission. The Philanthropy Coordinator also assists with fundraising campaigns and communications.

## Outcomes & Functions of Position:

Collaborate with key stakeholders to help implement annual fundraising plans across the organization, including:

### Grant writing

- Conduct prospect research to identify foundation, corporate, governmental, and other nonprofit grant opportunities that align with organizational mission and funding goals.
- Craft compelling grant proposals and review and edit grant proposals written by other staff.
- Assist with the development and submission of cross-program and organization-wide grant applications, including both federal and non-federal opportunities.

### Philanthropy Operations

- Track prospects, contacts, opportunities, and activities in Salesforce CRM.

- Support organization of files and documents for all funding opportunities in Salesforce and SharePoint, including maintenance of a current repository of documents commonly required for grant applications.
- Generate reports that detail quarterly activities including identification of prospective opportunities, application submission, and award status.

#### Communications

- Establish a strong understanding of Conservation Legacy's programs and effectively communicate the stories and impacts of our programs to a variety of audiences.
- Collaborate internally with communications and program staff to promote Conservation Legacy to our donors and maximize public awareness of the fundraising activities of the organization.
- Prepare or oversee the development of high-quality donor communications materials that demonstrate deep knowledge of the organization's programs and promote its mission, (e.g. solicitation materials, thank you letters, annual reports)

#### Organizational Advocacy

- 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 complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

**Other "Hats" You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Mentorship to Others, Facilitator, Trainer.

#### Qualifications:

- Candidate must have a minimum of 3 years of professional work experience in nonprofit fundraising, grants, and/or communications, including some experience with technical grant writing for a broad range of funding opportunities (foundations, corporations, local, state, and federal agencies).
- Strong writing and editing skills with attention to detail.
- Experience conducting prospect research, vetting opportunities, writing proposals, and submitting grant applications.
- Experience working with Salesforce a plus. Willingness to learn new technology platforms.
- Ability to review the work of others to ensure conformance to standards.
- Proven ability to meet deadlines, communicate effectively, and track details.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Ability to successfully work in a fluid, changing work environment.

**Other Competencies Desired for this Position's Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

**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. If you need assistance and/or reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

**To Apply:**

1. Send cover letter and resume to Nia Williams at [nwilliams@conservationlegacy.org](mailto:nwilliams@conservationlegacy.org).
2. Cover letter must include:

Subject line includes "Applicant\_(Your Name)".

Cover letter must include a response to the following: *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.*

3. Finalists will be asked to submit writing samples including past grant proposals and solicitation materials you have created which demonstrate your ability to write clearly, concisely, and persuasively.

*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. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.*

*We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*