

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: Western Region Grant Writer **Date:** 12/16/2021

Reports to: Western Region Grant Manager

Starting Salary: Grade B – \$17.10-\$20.67/ hr

Location: Full-time remote eligible within Western Region

Status: Full-Time, Non-Exempt

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

Summary:

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of healthy lands, air and water; thriving people and resilient communities.

Position Summary:

The Western Region Grant Writer is responsible for supporting the Western Region fundraising plan, including grants, corporate and foundation funding, and donations. The position will work closely with the Western Region Grant Manager and program staff to identify funding opportunities, assist with applications and proposals and help to administer awarded funding. The Western Region Grant Writer will help to ensure that grant opportunities align with program, region, and organization goals and priorities. While a primary focus will be on non-federal opportunities, occasionally, the Grant Writer may assist with federal funding proposals as well. This position will also help to ensure that the grant database is kept current and assist with compilation of deliverables for awarded grants.

Essential Responsibilities and Functions:

Grant Writing

- Help programs research grant opportunities that align with the mission of the programs and organization
- Work with programs to provide support for grant proposals including writing the draft as well as editing and reviewing grants written by other staff
- Ensure grant proposals are consistent in language across the region
- Assist the Western Region Grant Manager and program staff with the submission of cross-program and organization-wide grant applications including both federal and non-federal opportunities

Database Management

- Help to ensure the grant database reflects the status of all Western Region grant opportunities

- Work with Western Region Grant Manager and program staff to assure that all pertinent docs related to a grant opportunity are uploaded to the grant database
- When a grant is awarded, review the grant to help ensure that all deliverables are accurately captured.

Donations

- Support the success of annual local Giving Days (Colorado, Arizona, and Indigenous Giving) as well as the national Giving Tuesday initiative
- Enter donations into the donation database and help to ensure thank you notes are sent in a timely manner by the appropriate party.

General Grant Support

- As needed, help to review the Temporary Restricted Net Asset and Unearned Revenue schedules and research discrepancies
- Support the Western Region Grant Manager is maintaining a current repository of documents that are commonly required for grant applications
- When requested, help programs create social media posts that meet the requirements of awarded grants
- Assist program staff with the creation of reports and other requirements associated with awarded grants

Other Duties

- Successfully engage, lead, and support an inclusive work environment for those of underrepresented populations within the organization and the communities we serve
- Actively participate in Western Region meetings including the Development Team and Regional Team
- Lead and/or participate in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals
- Travel to Conservation Legacy offices, field operations and retreats, to build relationships, accomplish collaborative tasks and further learn about operations

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak, and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. The ability to drive an organizational vehicle is also required. **Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.**

Minimum Qualifications:

- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting
- Candidate must have a minimum of 1-3 years of professional work experience including technical grant writing experience
- Knowledge of grant processes including research and application
- Ability to review the work of others to ensure conformance to standards

- 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.
- Ability to travel for multiple days at least quarterly
- 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 communicate effectively, manage complexity, cultivate innovation, drive, and influence results of oneself and others
- Ability to work independently and well with others and to seek assistance when needed to carry out assignments
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organization database
- Valid driver's license and insurable driving record
- Must be able to pass the organization's criminal history background check requirements

Preferred Qualifications:

- Highly organized and detail-oriented
- An excellent communicator who is proactive and results oriented
- Problem-solving skills
- Positive, entrepreneurial attitude
- Willingness to learn new technology platforms are a plus

To Apply: Send Cover letter and resume to Allison Laramée at allison@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 working effectively with diverse communities, including those specific to the BIPOC community & 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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.