

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 Grants Manager

Reports to: Western Region Business Manager

Starting Salary: Grade D – starting at \$29.80/ hr

Location: Full-time remote eligible within Western Region, remote location negotiable

Status: Full Time Non-Exempt

Benefits: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

Summary: The Western Region Grants Manager is responsible for supporting and managing the Western Region fundraising plan, including grants, corporate and foundation funding, and donations. The position will work closely with program staff to identify funding opportunities, assist with applications and proposals and administer awarded funding. It will also ensure compliance with the awarded funding, ensuring systems are in place to track required elements. When supporting the programs in determining what funding to apply for, the Western Region Grants Manager will help to ensure that it aligns with program, region, and organization goals and priorities. While a primary focus will be on grant funding opportunities, occasionally, the Grants Manager may assist with federal funding proposals as well. This position will play a key role in the Strategic Plan goal of Sustainability.

Essential Responsibilities and Functions:

Annual Fundraising Planning:

- Support the development of the Western Region annual fundraising plan
- Research funding opportunities from grant funding sources, ensuring these opportunities align with program and organizational goals
- Assist Marketing Department with creating and uploading social media/giving days fundraising campaigns
- Maintain an active status, program and financial accuracy, and compliance with Giving Days (Colorado, Arizona, and Indigenous Giving)
- Track and foster donations using the Salesforce platform, regularly auditing the database for data integrity
- Play a key role in the Strategic Plan goal of Sustainability by using the Annual Fundraising Plan to drive the financial and funding source goals of the Western Region.

Grant Application and Award:

- Maintain a repository of current documents commonly requested when applying for a grant
- Review a grant before it is selected for application to make sure the systems are in place to comply with the grant if awarded, including ensuring all proposed grant outcomes can be tracked efficiently and financial reporting requirements can be attained within CL's systems

- Work with program staff throughout the application process to provide budget assistance as well as grant application assistance and review
- Assist Corps Directors and other program staff with tracking grant application deadlines
- Assist program staff with all evaluation components including tracking
- Support programs in developing and revising logic models
- Responsible for accurate entry into database to track reporting and other compliance requirements
- Be a resource for questions regarding grant funding both for the Western Region and the organization
- As needed, assist with funding opportunities that the organization will apply for

Financial Management:

- Work with Finance Department to ensure systems are in place to track required elements of the awarded funding such as payroll and expenses
- Create and maintain a tool to track the budget of grants requiring expense reporting
- Compile support for unrestricting funding monthly for the programs to approve by the deadlines established by the finance department
- Review expenses tagged to Western Region grant funding to ensure accuracy and correct if needed

Other Duties

- Successfully engages, leads, and supports 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
- Leads and/or participates 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 education on operations while with other staff or partners

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 5-7 years of professional work experience, with some knowledge or background in nonprofits or grantmaking and/or management systems
- Knowledge of grant processes including program and financial reporting
- Experience with philanthropic efforts
- Strong grant writing skills required

- Ability to interpret complex grant funding requirements, submissions, and budget projections
- Proficient in the use of financial management software to include spreadsheets and databases as required
- Ability to interpret complex grant funding requirements, submissions, and budget projections
- Ability to review the work of others to ensure conformance to standards
- Ability to interpret federal, state, and local government laws and regulations regarding grant administration
- 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. Ability to keep others, in remote locations, accountable to expectations
- 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 pro-active and results oriented
- Problem-solving skills
- Positive, entrepreneurial attitude is a plus
- Willingness to learn new platforms are a plus
- Valid driver's license and insurable driving record

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.