

Grant Writer

Reports to: Director of Lands

Classification: part time/temporary

Department: Lands & Conservation

Date: February 2010

Job Summary:

Serve as a grant administrator and proposal writer, seeking grant money from private and corporate foundations and government grant programs in support of the Rocky Mountain Elk Foundation's Lands and Conservation department. Develop written proposals, prepare annual strategic plan for foundation requests, work with staff and volunteers to maximize foundation support, and coordinate notification and reporting requirements for foundation grants awarded. Strategically work with RMEF staff to determine optimum match between RMEF projects and funding opportunities and also coordinate contacts and visits between RMEF staff and targeted foundations and agencies. Coordinate all activities with the Lands & Conservation staff and field staff.

Essential Functions:

1. Grants Research: Responsible for active review of existing foundation files and updating as needed and ensuring existing opportunities are being pursued. Responsible for researching foundation data bases including Foundation Directory, grants.gov and the Federal Register and other sources in order to identify new funding prospects. Responsible for managing a master listing of current and potential foundation donors and government grant programs and incorporating it into the strategic plan for raising foundation funds. Responsible for making recommendations to staff about funding opportunities by evaluating mission match and foundation guideline criteria.
2. Proposal Preparation: Responsible for obtaining foundation guidelines, including deadlines, and writing, preparing and assembling proposal documents as directed in guidelines. Responsible for ensuring proposals and reports are submitted in a timely manner to meet deadlines.
3. Coordinate Notification and Reporting: Responsible for reviewing foundation grants awarded, maintaining a schedule of reporting requirements and deadlines, and coordinating the timely submission of accurate reports as required by foundations. Also responsible for coordinating all acknowledgments of grants awarded.
4. Coordinate Requests with Elk Foundation Contact Persons: Responsible for maintaining communication with appropriate Elk Foundation staff, such as Regional Directors, and with volunteers to ensure that personal contacts with foundations are maximized. Responsible for assisting Lands & Conservation staff, field staff, and volunteers by responding to requests for information about prospect leads.

Additional Responsibilities:

Keep current on nonprofit trends by reading related professional literature. Maintain contact with staff at other nonprofits that are engaged in foundation fundraising. Keep current with Federal Register for opportunities for funding through government agencies. Participate in Lands and Conservation department meetings and activities. Participate in staff committees, as requested. Perform other work as required.

Education and Experience:

A Bachelor’s degree is required (graduate degree preferred), with five years of professional work experience related to grant writing, accounting, or similar experience. Excellent writing, budgeting, and organizational skills required, and demonstrated success in prospect identification, with a thorough knowledge of research techniques, including online research experience. Demonstrated success in securing grant funding through written proposals. Demonstrated interpersonal skills in working with multi-disciplinary teams of professionals. Knowledge of program and project budgeting is highly desirable. Ability to work with diverse staff and volunteers is essential.

Knowledge, Skills, Abilities:

1. Knowledge of research techniques, including how to perform online and database searches.
2. Knowledge and experience with grant writing.
3. Understanding and familiarity with publicly-funded programs.
4. Excellent verbal and written communication skills.
5. Excellent administrative skills.
6. Strong word processing/computer skills, including knowledge of Microsoft Word and Excel.
7. Ability to work with diverse staff and volunteers.
8. Ability to work on several projects simultaneously, and to meet deadlines.
9. Knowledge of RMEF’s mission, goals and activities, and ability to promote them.

Physical Demands:

The employee must sit or stand for long periods of time; use a computer terminal; reach forward and to the side; bend from both standing and sitting position; and lift items weighing various pounds, including some heavy lifting. Some travel may be required.

The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

Supervisor: _____ Date: _____
 Vice President: _____ Date: _____