



## **Grant Writer Job Announcement**

Work Level: Full-Time Exempt  
Offices in Santa Fe, Denver, Tucson, Missoula, and Portland.  
Santa Fe and Tucson locations preferred, but flexible.

**WildEarth Guardians** works to protect and restore the wildlife, wild rivers, wild places, and health of the American West. We believe in nature's right to exist and thrive. We act on this belief with compassion and courage by preserving the wild world. We defend wildness, empower life, end injustices, and stand for healthy, sustainable ecosystems and diverse human communities. We embrace conflict and cooperate without compromising our values. We execute our campaigns strategically and decisively; we mobilize, inform, and inspire others, and work to heal wounded landscapes. Our enduring and fierce advocacy leads us to success.

We operate four major programs—Wildlife, Wild Places, Wild Rivers, and Climate & Energy—and rely on a potent combination of litigation, education, scientific analysis, and public advocacy in our work. Today, Guardians has more than 120,000 members and e-activists, the majority of who live in the 11 western states. We have offices in Arizona, Colorado, New Mexico, Montana, Oregon, and Wyoming. Our 24-person staff includes lawyers, policy experts, scientists, ecosystem restoration experts, organizers, and fundraisers. Our 2016 budget is \$3.5 million, which comes from diverse sources, including members and donors, foundations, government grants, and legal fees.

### **Position Summary:**

The Grant Writer reports to the Development Director and will be responsible for managing the grants calendar, writing proposals for both unrestricted operating revenue and specific projects, and for submitting timely and accurate reports for all existing grant funded projects. This position is also responsible for researching and identifying new funding opportunities and supporting Executive, Associate, Development, and Program Directors in engaging foundation personnel. This is an associate position and the Director of Development will prioritize work as needed. Nonetheless, we are looking for an individual with conservation grant writing experience as well as a conservation ethic, and as such, the successful candidate will be given responsibility, autonomy, and independence commensurate with their experience.

### **Responsibilities:**

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources including being responsible for the grant calendar.
- Work with Development Director for foundation content and contacts.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Understanding of *WildEarth Guardians* institutional history and programs.
- Make/support appointments for Executive, Associate, Development, and Program Director's as appropriate with foundation officers and other prospects.

- Maintain current records in database and in electronic and paper files, including grant tracking and reporting.
- Work with Development Director to provide development input for written marketing and development materials (including Annual Report, newsletters, etc.).
- Possibly create “proposals” for major donor prospects.
- Work with Communications Director to update and create proposal and prospecting materials.
- Proofread other fundraising materials as needed.
- Assist with other fundraising projects as requested.

**Knowledge and Skills:**

- Brilliant written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments.

**Qualifications:**

- Minimum of five years experience grant writing preferred.
- Previous experience with and knowledge about conservation issues.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments, and meet deadlines.

**Compensation and Benefits:**

WildEarth Guardians offers a competitive salary and benefits package, including full health and dental insurance, paid vacation, health leave, sabbatical, and paid holidays. Salary is expected to be in the \$50,000 - \$55,000 range. WildEarth Guardians is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on culture, socioeconomic status, race, marital or family situation, gender, age, ethnicity, religious beliefs, physical ability, or sexual orientation.

**To Apply:**

Send the following materials **electronically by 2/14/16**: cover letter explaining how your experiences and skills match this position; résumé; two grant proposal samples (within last two-years); and contact and relationship information for three references to:

Kevin Gaither-Banchoff, Development Director  
WildEarth Guardians  
kevin@wildearthguardians.org

Additional details and information about WildEarth Guardians can be found on our website:  
[www.wildearthguardians.org](http://www.wildearthguardians.org)