



GRANTS AND FOUNDATIONS WRITER

REPORTS TO: Director of Development

LOCATION: TBD: Bozeman, MT; Driggs, ID; Jackson, WY; Cody, WY; Lander, WY

STATUS: Regular, Exempt, .75FTE

LAST UPDATE: November 2017

Organizational Overview

For over 30 years, the Greater Yellowstone Coalition (GYC) has been “America’s Voice For Yellowstone.” As the only on-the-ground conservation group working solely to protect the Greater Yellowstone Ecosystem (GYE), we strive passionately, professionally, and strategically to protect the lands, waters, and wildlife of this remarkable area. Greater Yellowstone’s 20 million acres comprise one of the last and largest intact temperate ecosystems on Earth. It is also home to vibrant communities with varied economies and unique cultures in the three states of Idaho, Wyoming, and Montana.

As a place-based conservation advocacy organization, GYC uses the full range of tools available to achieve lasting conservation success including leading campaigns designed to change governmental policies and corporate or private activities, public education and outreach, research, lobbying, litigation, on the ground restoration and partnerships. GYC embraces science to direct our work and ensure that informed and balanced decisions are made regarding management of Greater Yellowstone now, and for future generations.

Scope of Responsibilities

The Grants and Foundations Writer is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations, and will persuasively communicate GYC’s mission and programs to potential funders. Reporting to the Director of Development, the person researches, assembles, and submits grant requests, establishes and maintains personal contact and relationships with foundation contacts, conducts prospect research, and maintains a calendar of submissions and other deadlines. He/she will work closely with the management team on reporting and managing these funding requests.

Essential Duties and Responsibilities

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals and reports to foundation, government, and corporate sources.
- Perform prospect research on foundations, government funding sources, and corporations to evaluate prospects for grant funding.
- Work with finance staff to gather information necessary to report to corporate/foundation/government funders on current grant programs. Compile financial reports as necessary.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors, including work with Development staff to provide regular written updates (newsletters etc) to corporate and foundation donors.
- Maintain an understanding and knowledge of GYC institutional history and its programs.

- Make appointments for Executive Director and Director of Development with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees) as appropriate.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc).
- Assist with other fundraising projects as requested.

Knowledge and Skills:

- Strong 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, including research databases.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Experience developing budgets and compiling financial information.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments.
- Knowledge of nonprofit governance and operations.

Qualifications:

- Minimum of three years' experience with grant writing.
- BA/BS in relevant field.
- 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.
- Able to monitor and meet income goals.
- Experience with and a passion for environmental conservation preferred.

Physical Demands & Working Conditions:

- Business office environment with moderate noise.
- Will sit at desk and move between offices.
- Work on a computer, use a telephone and other general office equipment.
- Lift and carry up to 25 pounds.
- Some travel required.

Employee's Signature

Date

Supervisor's Signature

Date