Staff Position: Foundation Relations and Grants Manager

Organizational Overview

Wildlands Network is a growing nonprofit organization committed to reconnecting, restoring, and rewilding North America so that life in all its diversity can thrive. We have staff in the United States and Mexico working with nonprofit partners, landowners, communities, elected officials, and government agencies to protect, maintain and restore wildlife habitat and movement corridors.

Wildlands Network is committed to recruiting, training, and retaining talented, diverse, and creative staff who are passionate about fulfilling our mission.

Position Summary

Wildlands Network seeks a full-time Foundation Relations and Grants Manager to join our development team.

Reporting directly to the Development Director, the Foundation Relations and Grants Manager will cultivate our organization’s fundraising success and program growth by stewarding relationships with public and private foundations. This position will be responsible for managing, diversifying and expanding a portfolio of approximately $1.5 million in annual revenue. The primary focus of this position is on relationship building, prospect research, grant writing and editing, and data management.

The Foundation Relations and Grants Manager will collaborate with our small but dedicated and passionate Wildlands Network team across the U.S. and Mexico. The ideal candidate is driven, self-motivated, and comfortable working independently from both home and an office environment and using technology to communicate effectively with team members.

This position requires outstanding relationship skills, emotional intelligence, conversation skills, accountability, and a systems-based approach. The successful candidate will bring a keen eye for detail, strong organizational skills, a collaborative and team-oriented mindset, strategic thinking, and a passion for landscape-level conservation.

The responsibilities of the selected candidate will include, but are not limited to, the following:

Primary Responsibilities Include:

- Develop and implement strategies for establishing new foundation relationships matching current projects needs with foundation interests;
Manage a portfolio of current foundation funders using a custom cultivation strategy for each foundation;
Manage a schedule of deliverables, including proposal and report deadlines, signed agreements, and partner MOUs using Blackbaud Raiser’s Edge NXT;
Regularly meet and collaborate with project team and foundation staff to prepare grant proposals and reports;
Identify and research foundations and foundation boards to identify shared interests and connections;
Work toward annual fundraising goals;
Maintain accurate and timely records and contact reports of all interaction with foundation staff in Blackbaud Raiser’s Edge NXT;
Maintain a schedule of all deliverable due dates using a shared outlook calendar;
Maintain positive relationships with Wildlands Network staff.

Essential Qualifications

- Four or more years of demonstrated success in direct fundraising or grant writing or a related equivalency;
- Detailed and in-depth knowledge of fundraising and associated IRS restrictions.
- Demonstrated human relations and effective communication skills;
- Excellent phone, written, and interpersonal communication skills;
- Ability to problem-solve;
- Demonstrated ability to work independently and as part of a collaborative and engaged team;
- Ability to think critically and tackle complex projects independently;
- Ability to juggle multiple tasks and meet deadlines;
- Ability to work effectively as part of an international team;
- Capable of taking direction and being open to constructive feedback.

Desired Qualifications/Skills:

- Bachelor’s degree encouraged;
- Understanding of philanthropic trends;
- Outgoing personality and enjoys getting to know and interact with diverse types of people;
- Bilingual in Spanish and/or French.

Other information:

This job may require travel for events, donor relationships, and other needs. The candidate may also travel out of state several times a year for Wildlands Network organization-wide meetings. Employee travel will be subject to Wildlands Network’s guidelines for health and safety and state and federal guidelines when applicable.

Location: Salt Lake City, Utah (remote candidates will also be considered)

Starting salary range: $60,000-70,000 per year
**Benefits:** Generous paid vacation, sick, family leave, and sabbatical policies; employer-sponsored health and dental coverage; access to a retirement account; support for ongoing professional development.

**Job Type:** Full-time, exempt

**Equity, Diversity, and Inclusion:** Wildlands Network is committed to increasing equity, diversity, inclusion, and justice in all elements of our work and with our partners to support the interconnected needs of wildlife and people in a rapidly changing world. We recruit, employ, train, compensate, and promote regardless of race, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender identity, age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. We are proud to be an equal opportunity employer. Applicants are invited to learn more about Wildlands Network’s commitment to diversity, equity, and inclusion at https://wildlandsnetwork.org/equity-diversity-and-inclusion/.

If you have a disability and require accommodation or assistance with our application process, please tell us how we can help by calling us at 385-229-4849.

The requirements listed in our job descriptions are guidelines, and if you have 75% of the qualifications listed, we encourage you to apply. We are committed to providing training and professional development opportunities to help the right candidate succeed. Applying allows you to be considered.

**To apply, please send a statement of interest and resume to k.howes@wildlandsnetwork.org.** Please, no calls or direct emails to other staff. To be considered, applicants must submit materials through this email account. Applications will be reviewed on a rolling basis and will be accepted through January 31, 2023.