



JOB DESCRIPTION

Job Title:	Grants & Community Partnership Specialist	FLSA Status:	Full Time Non-Exempt
Reports To:	Director of Development	Prepared Date:	September 17, 2024

PURPOSE OF THE POSITION

Strategic and creative, the Grants & Community Partnership Specialist will conduct all aspects of the grant and sponsorship acquisition function for Schlitz Audubon Nature Center. This person will write funding proposals and impact reports, conduct grant and community stewardship, manage the annual grant and sponsorship solicitation pipeline, scout new funding opportunities, and work closely with key departments. This work will directly benefit the Center’s diverse habitats, expand our education offerings to new populations, and support our raptor and animal ambassador program.

ESSENTIAL FUNCTIONS

The statements below reflect the general details necessary to describe the principal functions of the position and should not be construed as a detailed description of all the work requirements related to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Grants Program

- Manage grant application process from research through submission, using different techniques and best practices to solicit family foundations, corporate foundations, government entities, individual donors, and others. Impact areas include land conservation, raptors, preschool, school programs and outreach, capital projects, and more.
- Manage grant calendar to ensure timely submissions, including due dates for LOIs, proposals to funders, and reporting after the funding is received.
- Engage with Center staff to identify deliverables, goals, and success criteria of programs, events, and special projects, and maintain strong knowledge and current status of all impact metrics.
- Conduct prospect research and build relationships with foundations, and ensure all grantors are appropriately recognized.
- Track financials and spending related to grants, and collaborate across all departments to ensure grant requests and reports include accurate financial and other data.
- Work with the Center’s marketing team to feature stories of donors and grant-funded programs in print and digital communications.

Sponsorship Program

- Cultivate and nurture relationships with corporate partners and other community stakeholders to expand the Center's network and funding opportunities.
- Create sponsorship pitches and proposals for funding from corporate entities, including but not limited to programmatic underwriting and sponsorships for special events.

- Work with Center leadership to proactively identify new areas of support and potential collaboration opportunities within the community.
- Ensure sponsors are appropriately recognized in marketing materials and during events, and aid in creating recognition and stewardship materials.
- Work with volunteer coordinator to schedule and facilitate corporate group volunteer opportunities, with the intention of nurturing new and established partnerships within the corporate community.
- Assist in planning and execution of special events such as Annual Gala, both as sponsor liaison and through ad hoc assignments.

QUALIFICATIONS AND EXPERIENCE

The successful candidate possesses strong written and verbal communications skills, has demonstrated ability to work well within a team environment, and will feel comfortable managing multiple tasks simultaneously. Additional requirements include:

- Bachelor's degree from an accredited college/university
- 3-5+ years of demonstrated experience and proven track record of successful grant writing and fundraising for a non-profit
- Experience creating budgets, monitoring expenditures, and tracking and communicating with key staff regarding grant deliverables
- Proficiency in computer programs, especially Microsoft Office and ResultsPlus donor database software
- Strong writing and editing skills with the ability to write clear, structured, articulate and persuasive proposals specific to grantors criteria.
- Knowledge of fundraising and research techniques and strategies.
- Strong organizational skills, close attention to detail, and demonstrated problem-solving skills
- Ability to manage multiple deadlines and anticipate needs
- Ability to work occasional evenings and weekends, as Center needs require.
- High sense of discretion and the ability to maintain confidentiality of sensitive information
- Commitment to Schlitz Audubon's mission

COMPENSATION & BENEFITS

- Competitive salary in range of \$54,000 - \$58,000 annually.
- Health, Vision, and Dental Insurance
- Life and Accidental Death Insurance
- Disability Income Insurance (Long-Term and Short-Term)
- Employee Assistance Program (EAP)
- 36 days of PTO per year
- 401(k) Retirement Plan

DETAILS

Regular full-time position working 40 hours/week, Monday – Friday and occasional evenings and weekends.

TO APPLY

Send cover letter and resume in strict confidence to Carrie Becker at cbecker@schlitzaudubon.org with *Grants & Community Partnership Specialist* in the subject line.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to freely move through the facility. Prolonged periods sitting at a desk and working on a computer. Must be able to lift and/or move 10-25 pounds occasionally. Must have the ability to speak and hear. Specific vision abilities required by this position include close vision and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is responsible for working when the Center is open, including occasional evenings, weekends, and rotating holidays. The work is performed in an office environment with quiet to moderate noise levels.