

Contract Grant Professional

Friends of Balcones Canyonlands National Wildlife Refuge

PO Box 4678

Lago Vista, Texas 78645

Job Summary

The **grant professional** is responsible for researching and writing grants to private foundations, public agencies, corporate partners and other supporters. This position reports to the President of the Friends of Balcones Canyonlands National Wildlife Refuge (Friends) and also works collaboratively with the Friends Fundraising Committee and other leadership. The grant professional assists in the management of grant-funded programs and ensuring compliance with grant guidelines and purposes. This position also provides internal communication on grant related programs, assists staff with grant development, and maintains an organized management system. This is a part-time, contract position. The number of hours worked per month is negotiable. Initial funding is for approximately one to two months with the option for follow up funding.

Responsibilities:

Research & Planning

Identify and prioritize grant opportunities that will enhance programs and services. Target private foundations and trusts, as well as state and federal competitive grants. Develop checklist for grant applications that includes amounts, due dates, narratives, budgets and attachments. Collaborate with the Fundraising Committee to integrate grant work into an annual fundraising plan with monthly goals, prospects, contacts, timelines and action items. Update annual fundraising plan regularly.

Grantwriting

Work with the President, the Fundraising Committee and other leadership to articulate programs and budgets for grant support. Assist committees with drafting proposals to ensure the development of quality projects that reflect priorities. Serve as primary grantwriter; develop narrative and budget elements of proposals. Coordinate with the Board and the Fundraising Committee to gather required grant materials, attachments, copies, and signatures. Forward proposals to the President and the Fundraising Committee for review and editing. Submit grants to foundations and agencies in a timely manner.

Internal Communication and Organizational Development

Assist with grant program design and implementation by working with the President and the Fundraising Committee, as needed. Provide monthly progress reports to the President and Board of Directors.

Information Management

Assist with the development and maintenance of database and file system of all grants through detailed record-keeping and consistent operational procedures. Input data (gifts, contacts, notes, etc.), develop tickler system for grant deadlines and follow-up, and generate relevant, on-demand grant reports. Other duties as assigned.

Qualifications

- Proven grantwriting experience with track record of success
- Preferred experience managing private and public (govt.) grants
- Strong written, interpersonal and oral communication skills essential

- Articulate, professional demeanor with strong self-confidence and initiative
- Fluent computer skills including word processing, spreadsheets, and online communications
- Excellent organizational skills and attention to detail
- Ability to communicate and interact effectively with multiple constituencies

Compensation Hourly rate commensurate with experience

How to Apply Mail or e-mail your cover letter and resume to:

Shelia Hargis
President, Friends of Balcones Canyonlands National Wildlife Refuge
PO Box 4678
Lago Vista, Texas 78645
Shelia@friendsofbalcones.org

Deadline for application: July 16, 2010 or until position is filled