

# WILDAID

## **Position Description:** ***Wildlife Campaign Grants Associate***

WildAid is a growing unique and dynamic global wildlife conservation non-profit based in San Francisco. With a \$13 million annual budget, WildAid leverages over \$200 million in donated media placement and has received a perfect 100-point score and Four Star rating from Charity Navigator. WildAid campaigns have contributed to an 80% decline in shark fin imports to China and an estimated 75% reduction in ivory and rhino horn prices in China and Vietnam, as well as China's ivory ban and a host of other conservation successes.

Established in 2000, WildAid's mission is to end the illegal wildlife trade in our lifetimes. While most wildlife conservation groups focus directly on protecting animals from poaching, WildAid pioneered demand reduction in conservation and works to reduce global consumption of wildlife products by persuading consumers not to buy them. With an unrivaled portfolio of celebrity ambassadors and a global network of media partners, WildAid is able to deliver high-impact, culturally sensitive multimedia campaigns reaching hundreds of millions of people every year by leveraging donated media space. We also promote conservation to people across Africa through participation of local ambassadors and combat climate change with campaigns to reduce meat consumption and promote lower carbon transport in China. Our expanding marine program strengthens marine protected areas around the world.

The Wildlife Campaign Grants Associate will support multiple, fast-paced wildlife campaigns focusing on reducing global demand for shark fin, elephant ivory, rhino horn, pangolin and sea turtle products, as well as the organization's fundraising needs. Reporting to the Program and Grants Manager, the Wildlife Campaign Grants Associate will support WildAid's fundraising efforts, assisting with the drafting of grant proposals and production of monthly, quarterly and/or annual reports to institutional donors. The successful candidate will also assist in advancing day-to-day activities on multiple wildlife campaigns, including tracking progress of activities against grant deliverables and timelines, coordinating internally with WildAid's international team and with partners, and researching and preparing briefings for campaign communications.

### **Primary Duties and Responsibilities**

- Prepare funding proposals
- Prepare content for donor reports, annual reports, monthly newsletter, blog posts & press releases
- Assist in liaising with partners and WildAid's international team on selected projects
- Assist in maintaining donor database (grants only)
- Assist in tracking program progress and activities
- Assist in preparing and fact checking briefing documents and presentations
- Assist development team with various mailings, appeals and donor acknowledgements
- Assist in advancing WildAid campaigns
- Other duties as requested

**Key Competencies**

All staff members must be comfortable in an entrepreneurial culture. Strong project management skills and the ability to prioritize multiple, often competing demands are critical. The successful candidate must be able to work independently without a great deal of supervision.

**Minimum Qualifications**

- Bachelor's degree
- Excellent writing and editing skills
- Strong grant writing and project management skills
- Flexible with ability to problem solve creatively
- Ability to work independently and as part of a team
- Must take initiative and have a strong work ethic
- Capable multi-tasker
- Strong verbal communication skills
- Highly organized

**Desirable Qualifications**

- Wildlife conservation background
- 5 years minimum work experience in a fast-paced, growth-oriented organization
- Demonstrated abilities and experience on administrative support
- Ability to implement systems and processes
- Experience with donor events
- Experience working in Asia and/or Africa

**Location**

San Francisco, CA

**To Apply**

Please send a cover letter and resume summarizing your qualifications to [jobs@wildaid.org](mailto:jobs@wildaid.org). No phone calls please.