

WILDAID

Job Description Grants Officer

WildAid is a growing and dynamic global wildlife conservation non-profit based in San Francisco with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid manages a \$12 million annual budget and has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 1999, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and local capacity building.

WildAid seeks a mission-driven Grants Officer who is excited by the innovative, objective, and detailed nature of institutional fundraising. The Grants Officer will conduct donor and subject matter research, prepare and submit grant applications and reports, and ensure efficient and productive proposal and grant management processes. This position reports to the Senior Director for Institutional Engagement and works closely with Program and Finance teams to help raise roughly 60% of the organization's budget.

Primary Responsibilities

- Manage grants from current donors to ensure contract compliance and complete, timely, and compelling communications with donors, including grant proposals and reports, in collaboration with the Program teams.
- Write and edit all types of institutional fundraising-related materials including grant proposals, letters of interest, presentations, fact sheets, summaries, and reports for foundation, corporate, and government donors.
- Streamline the process for requesting grant and report input from colleagues across the organization, building in sufficient lead time for analysis and feedback.
- Conduct institutional donor research and stay current on grant funding opportunities and requirements, including domestic and foreign government agency funding and program developments.
- Develop a highly targeted prospect list for each program and general operations, and collaborate with Development and Program teams on donor outreach.
- Maintain organizational information required for grant applications, and accurate records of grant prospects, contacts, applications, outcomes, and reports.
- Complete other writing assignments and administrative support as requested.

Qualifications

- At least 5 years of experience as a grant writer, officer, or manager, or similar positions with a proven track record of success.
- Experience producing and submitting applications and managing grants from government funders is required.

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- Exceptional written and verbal communication skills including the ability to render complex ideas into plain and persuasive language. This includes good grammar and English.
- Keen attention to detail and ability to precisely follow detailed instructions.
- Excellent time management skills; ability to juggle a number of projects simultaneously.
- Strong research skills; comfort with data and data analysis.
- Strong financial analysis skills; understanding of budgets and spreadsheets.
- Advanced proficiency with office software, including Microsoft Word and Excel and Adobe Acrobat, and database systems, Salesforce preferred.
- Self-directed; ability to work effectively independently and as a team player in a deadline-driven environment.
- Ability to work with culturally diverse teams in different time zones in a positive, inclusive, and collaborative way. Requires working early mornings or late evenings with colleagues in other parts of the world.
- A working knowledge of the foundation philanthropic community, with a preference for donors that give to environmental conservation.
- A high level of personal and professional integrity and trustworthiness.
- An interest in WildAid's mission and experience in the environmental sector.

Location and Compensation

This role may be performed from WildAid's office in San Francisco or from a remote office in the United States. Preference for candidates based in California, or other states in which WildAid has existing registration (NY, NJ, FL, TX, IL, OR, VA, MD, or Washington DC). Work will be performed primarily during regular business hours, with the need to participate in meetings with international teams and partners at various times outside normal business hours, including early mornings and late evenings.

This is a full-time exempt role with a pay range from US\$65,000 – \$80,000 annually, commensurate with skill, experience, and internal equity. Competitive benefits package includes: Employer-sponsored medical coverage and life/AD&D insurance; 401(k) eligibility with employer Safe Harbor contribution up to a 4% elected deferral; paid holidays; paid sick leave; and accrued paid time off.

How To Apply

To apply, please send your resume/CV, and a brief cover letter to jobs@wildaid.org. Applications will be considered on a rolling basis until the role is filled.

Applicants selected for interviews will be required to provide a 2-3 page sample of their writing and complete a short writing exercise. The successful applicant must meet the requirements of WildAid's background screening process and be authorized to work in the United States.



Equal Opportunity Employer

WildAid is committed to being inclusive and is proud to be an equal opportunity employer. We will consider all applications and applicants.