



Lazuli Bunting, photo by Tara Lemezis

NOW HIRING Grant Specialist

Application Deadline: September 25, 2022

Job Title: Grant Specialist

Department: Development

Reports to: Assistant Director of Development

Classification: Full-Time, Exempt (salaried),
1.0 FTE

Location: Hybrid remote and on-site with
shared workstations at Sanctuary

Salary: \$65,000-\$75,000

Benefits Include:

- Medical insurance: 100% payment of premiums for medical and dental insurance
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus a discretionary annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in a setting surrounded by Portland Audubon's 172-acre Wildlife Sanctuary

About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 172-acre wildlife sanctuary next to Forest Park, just minutes from downtown Portland.

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. We are committed to building a diverse and inclusive environment, reflecting the diversity of our community in our board, staff, volunteers, and members; ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.

The Development Department works to connect supporters with their individual giving priorities through interpersonal communications, written appeals, and events. We work to provide the critical resources that fund Portland Audubon's conservation, education, wildlife rehabilitation, and land stewardship work. We are expanding our development team to grow the organization's capacity to address critical conservation throughout the state, advance environmental justice work, grow our equity-focused environmental education programs, and complete our Wildlife Care Center capital campaign.

Position Summary

The Corporate and Foundations Relations Manager is a newly established position that will foster new and existing relations with funders. They will play a critical role in building out this new position. The ideal candidate will communicate effectively about various conservation priorities, environmental justice, and equitable outdoor spaces.

They are responsible for implementing and maintaining development strategy across several programs, projects, and campaigns focusing on corporate and foundation support by performing the following duties. This position will have target revenue goals to be mutually established annually to meet the programmatic needs for corporate and foundation funding.

Essential Duties

- Works in partnership with department Directors and program staff to draft, edit, finalize and submit grant proposals on time.
- Monitors and facilitates grant reporting for foundations. Builds out and manages a grants calendar and ensures all report and proposal deadlines are met.
- Fosters strong working relationships with foundation staff and Portland Audubon's internal departments.

Additional Responsibilities

- Updates and maintains internal grant records.
- Crafts personalized acknowledgments upon receiving grant funding for tax purposes.
- Researches and identifies new corporate and foundation prospects for funding. Designs, analyzes and produces reports, historical trends, grant forecasting, and performance towards established goals.
- Work with the development team to apply an equity lens to all aspects of the program; help support future and ongoing updates to the department.
- In partnership with the Director and Assistant Director of Development, establishes target revenue goals annually to meet the programmatic needs for corporate and foundation funding.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a diverse team environment with a spirit of cooperation.
- Respectfully takes direction from Director & Assistant Director of Development
- Other duties as assigned.



Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- A Bachelor's Degree and at least 3 years of experience in related fields or similar experience.
- Experienced in developing and progressing corporate and foundation relationships.
- Experienced researching and qualifying prospects to grow a strong prospect pipeline.
- Strong ability to convey a variety of complex projects succinctly in written and verbal communications. Proficient in communicating about environmental justice and creating equitable outdoor spaces.
- Exceptional relationship building, interpersonal, verbal/written communication, and organizational skills.
- Comfortable working independently and collaboratively in the planning and writing process. Capable of adapting their writing style to various voices.
- Effectively works with and collaborates with all levels of organizational staff and external constituents.
- Excellent grant writing skills and proven success of obtaining six figure grants.
- Detail-oriented and deadline-driven.
- Strong literacy in Microsoft Office, Outlook, Excel, and donor databases.
- Experience working in Raisers Edge or with similar grants management software.
- A strong understanding of diversity, equity, and inclusion practices, in particular, in outdoor spaces.
- A passion for local conservation, environmental education, and wildlife rehabilitation.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- The Corporate and Foundations Relations Manager position has a hybrid remote and on-site schedule. They must be flexible in their time around the hybrid model and the demanding schedules of program team members.
- Collaborate with various individuals who have developed their own strong voices in describing their programs and complex environmental practices.
- Primary responsibilities are working on a computer, typing and looking at screens for many hours.
- Must be comfortable with shared desk space.

Sandhill Cranes, photo by Tara Lemezis

Cultural Competencies

Portland Audubon is committed to maintaining an anti-racist organizational culture. We are committed to training all staff on cultural competency and diversity, equity, and inclusion. We see staff with a high degree of cultural competency or lived experience working with communities of color, people who are disabled, and people from all socioeconomic backgrounds, as vital for all positions in our organization. We seek staff with comfort and curiosity in engaging in conversations around issues of identity, belonging, and systemic oppression.

- Creates an environment that acknowledges, encourages, and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.

Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advancing its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>.

How to Apply

ONLINE SUBMISSIONS PREFERRED

Apply online at:

<https://portlandaudubon.bamboohr.com/jobs/>

To submit via US Postal Service:

Please send your resume, cover letter and the [application](#) found on our website to:

Human Resources
Portland Audubon
REF: Grant Specialist
5151 NW Cornell Road
Portland, OR 97210

APPLICATION DEADLINE: On or before
midnight on **September 11, 2022**



Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has completed four years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering staff to make positive changes in their environment and in Portland Audubon's culture.

Portland Audubon does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; or mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.