



## NATIVE CONSERVANCY

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### In House Grant Writer

#### **Background:**

Native Conservancy, a non-governmental organization (NGO) based in Cordova, Alaska, was established in 2003 to empower Alaska Native peoples to permanently protect and preserve endangered habitats on their ancestral homelands. Native Conservancy exists to support resilient futures for Indigenous peoples by preserving, repatriating and restoring ancestral homelands, traditional food sources and subsistence practices to revitalize Native culture, habitat, health and spirituality. See [www.nativeconservancy.org](http://www.nativeconservancy.org) for more information.

#### **Job Description:**

Native Conservancy is seeking a Grant Writer with significant fundraising experience to provide support to the Advancement Department. The position requires flexibility, and the incumbent must be a team player.

#### **Summary of Duties:**

- Conduct research of Federal and non-federal grant opportunities that align with Native Conservancy's programming and projects
- Build relationships with and solicit guidance from Federal agencies, foundations and private grantors on grant opportunities
- Write high-quality grant proposals, applications, reports, and supporting documents in partnership with, and under the direction of the Advancement Director and Advancement department
- Work directly with the Advancement Director, grant writers, Advancement Manager, and Director of Finance to manage proposal processes, participate in team engagement and assist in grant tracking
- Monitor application and reporting timeliness and communicate to ensure funder deadline and requirements are met
- Steward grant through the full funding cycle, from prospect research application to awarding, reporting and close out
- Work closely with Leadership and Advancement teams to contribute to fundraising strategies and ensure annual goals are met
- Other duties as assigned by Leadership

#### **Required Qualifications:**

- Associate and/or bachelor's degree
- Knowledge of non-profit experience and fundraising, at least 5 years experience.
- Proven track record of meeting fundraising goals and securing major gifts
- Extremely organized with keen attention to detail and strong communication skills
- Ability to multitask effectively and switch focus with ease.
- Professional, confident and tactful

- Highly proficient computer skills (Outlook, Word, Excel, Google Drive, Mailchimp, donor software)
- Tech savvy and proficient with social media and strong communications skills
- Ability to handle confidential and personal information with discretion.
- Must be proactive and self-motivated

**Additional Information:**

This position is salaried, commensurate with experience.

Salary Range: \$80,000 - \$90,000 annually DOE

Benefits: Native Conservancy offers a benefits package which includes: paid leave; paid holidays, medical, dental, and vision insurance for employees and retirement reimbursement.

**Application Instructions:**

Applicants must provide both a resume and cover letter. Please send all inquiries to [jobs@nativeconservancy.org](mailto:jobs@nativeconservancy.org)

See [www.nativeconservancy.org](http://www.nativeconservancy.org) for more information.