



CATALINA ISLAND CONSERVANCY

POSITION: Seasonal Grantwriter

REPORTS TO: Chief Development Officer (CDO) **STATUS:** Part-Time (approximately
20-25 hours/week)

UPDATED: July 2020

DEPT: Development/Communications

POSITION SUMMARY:

The Seasonal Grantwriter will be responsible for all foundation, corporate and government support of the Catalina Island Conservancy for a temporary basis not to exceed 6 months starting October 12, 2020.

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

With guidance from CDO, the Seasonal Grantwriter will develop and submit all required grant proposals, grant reports and 2021 Ball corporate sponsorship applications. Work with various internal staff to develop report and grant narrative to ensure compliance with all reporting and submission requirements. Set work priorities to effectively manage information gathering and ensure timely receipt of more scientific/technical narrative proposal from collaborating department staff.

- Complete applications, proposals and reports, maintain files of supporting documentation including financials, budgets, audits, 990s, etc. and submit all proposals before or on due dates.
- Ensure full grant packet submissions, including all attachments, are sent to CDO for placement on organization shared drive.
- Maintain the annual grants and reports calendar, noting details of submissions.

REQUIRED QUALIFICATIONS:

Knowledge/Skills:

- Experience in proposal writing, funder reports.
- Excellent written communication skills.
- Knowledge of the foundation community, corporate sponsorship, and government funding agencies.

COMPLEXITY/PROBLEM SOLVING:

- Matching needs to opportunities, understanding Conservancy (and conservation practices).
- Multiple deadlines, manage budgets.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Work with various staff from different departments.
- Interaction with Executive team to field staff.
- Relations with foundation, agency and corporate funders.

EDUCATION/EXPERIENCE:

Three to five years in related position, Bachelor's Degree or higher, training in grant writing, corporate sponsorship, and/or government agency grant development.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

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

- Position is remote with occasional visit to Long Beach, CA office; office location has moderate noise levels and is a non-smoking environment. Masks, social distancing, cleaning and other relevant COVID-19 prevention protocols are strictly managed at this worksite.
- The majority of the job duties are performed in an office environment.