

**JOB TITLE**

**Grants Coordinator, Institutional Fundraising**

**POSITION SUMMARY**

The Grants Coordinator, Institutional Fundraising serves as the administrative backbone of the institutional fundraising program. Working closely with the Director of Institutional Giving, the Grants Coordinator coordinates the systems, processes, documentation, and internal collaboration required to secure and steward foundation, corporate, and government funding.

This role manages proposal production, grant administration, reporting coordination, compliance tracking, CRM documentation, and institutional fundraising workflows. The Grants Coordinator ensures that funding opportunities move efficiently from prospect identification through proposal development, award execution, reporting, stewardship, and renewal.

**LOCATION**

Hybrid role based in our Long Beach, CA office, with occasional travel to Catalina Island and other locations.

**KEY RESPONSIBILITIES**

**Grant & Proposal Administration**

- Draft, edit, format, and assemble grant proposals, LOIs, sponsorship requests, and supporting materials.
- Manage proposal calendars, deadlines, and internal timelines.
- Coordinate proposal development across departments.
- Maintain templates, attachments, and supporting documentation.
- Prepare funder profiles, briefing materials, and research summaries.
- Support internal grant controls, documentation procedures and coordination with Finance to ensure accurate tracking and compliance.

**Award Administration**

- Prepare funding documents, as appropriate.
- Coordinate review, approvals, revisions, and signatures.
- Track execution status and maintain document control.
- Maintain centralized institutional funding records and repositories.

**Reporting & Compliance Coordination**

- Coordinate preparation of grant reports and supporting documentation.



- Maintain reporting calendars and deadline tracking.
- Monitor grant obligations, restrictions, and deliverables.
- Project manage government reimbursement and payment requests, coordinating with program and finance staff to ensure timely submission of complete, accurate, and compliant documentation.

#### **Institutional CRM & Data Management**

- Maintain accurate records and archives of pre-award, active award, reporting, and post-award grant documentation across OneDrive, CRM, and other institutional systems.
- Ensure data integrity and completeness within the Conservancy's CRM (RENXT).
- Prepare pipeline updates, reports and basic tracking tools to support institutional fundraising planning.
- Support forecasting and institutional fundraising performance tracking.

#### **Administrative Coordination & Internal Collaboration**

- Schedule funder meetings and internal planning sessions.
- Coordinate sponsorship fulfillment tracking.
- Conduct prospect research to expand the institutional funding pipeline and support the development of new funding opportunities.
- Gather information from Finance, Programs, and other departments.
- Support workflow implementation and process improvement initiatives.

### **QUALIFICATIONS**

#### **Skills & Abilities**

- Mission-driven, with genuine interest in nonprofit work and the Conservancy's conservation, education and recreation priorities.
- Basic understanding of grant processes, reporting requirements, and nonprofit funder expectations.
- Strong organizational, project management and time management skills with the ability to track multiple deadlines and manage detailed workflows.
- Strong written and verbal communication skills, with the ability to edit and format professional documents.
- Ability to work both independently on assigned tasks and collaboratively within cross-functional teams.
- Experience working with CRM systems (Raiser's Edge NXT preferred) and maintaining accurate data and documentation.
- Demonstrated problem-solving skills and a proactive approach to supporting team priorities.



- Proven commitment to confidentiality, data integrity, and ethical standards.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); ability to create well-formatted proposals, reports, and tracking tools.

### **Education & Experience**

- Bachelor's degree or equivalent combination of education and experience.
- Two to five years of nonprofit development, grants administration, fundraising support, nonprofit operations or related experience.
- Experience supporting foundation, corporate, or government grants preferred.
- Knowledge of grant lifecycle management and fundraising operations preferred.
- Experience with RENXT preferred.

### **COMPENSATION & BENEFITS**

#### **Estimated Starting Salary Range:**

\$32.00 – \$37.00 hourly based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. Our comprehensive benefits package includes a 403(b) retirement savings plan with a 3% employer contribution and a 5% match – fully vested after two years – as well as access to healthcare coverage, flexible spending accounts, paid time off, life and disability insurance, an employee assistance program, and professional development opportunities.

### **HOW TO APPLY**

Please send a resume and cover letter to [jobs@catalinaconservancy.org](mailto:jobs@catalinaconservancy.org), listing the job title in the subject line.

### **EQUAL OPPORTUNITY COMMITMENT**

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

### **OUR STORY**

The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.



The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy. Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island. Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.