



## Columbia Land Trust

CONSERVING THE NATURE YOU LOVE

<b>Job Title:</b>	Grants Manager
<b>Salary:</b>	\$58,469 - \$64,316
<b>Location:</b>	Vancouver Office
<b>Department:</b>	Advancement
<b>Reports To:</b>	Advancement Director
<b>FLSA Status:</b>	Exempt

**Columbia Land Trust** is seeking a **Grant Manager** to join its dynamic team.

Columbia Land Trust is an equal opportunity employer and is [committed to equity](#) as a core organizational value. Applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. Diverse communities and communities of color are strongly encouraged to apply.

The **Grants Manager** is a critical member of the Advancement Department who oversees a portfolio of government, corporate, and private foundations. The Grants Manager will have primary responsibility for ensuring all opportunities are strategically leveraged to their fullest extent to support the work of the Land Trust. The Grants Manager will support fund development efforts of the Conservation Team and Advancement Director.

### ESSENTIAL DUTIES

- Excellent writing skills; creative and collaborative, with an enthusiasm for conservation.
- Provide writing and editing of grant requests and reports; package and mail proposals.
- Solicit feedback from funders on positioning new requests and reasons requests are denied.
- Act as a resource to program officers who are developing funding for their projects.
- Prospect and manage a pipeline of grant opportunities from government, corporate, and foundation funders at the local, regional, and national levels.
- Develop and support grant strategies for all program areas and projects.
- Track grant timelines, requirements, and reporting for all grants.
- Steward funders: develop and manage relationships, and share-out impact reports.

### SUPPORTING ACTIVITIES AND KNOWLEDGE

- Develop knowledge on local, regional, and national issues related to Columbia Land Trust's mission in order to serve as an effective spokesperson for the organization.
- Engage with culturally diverse groups of stakeholders including donors, volunteers and community partners in a manner that is welcoming and inclusive.
- Excellent communications skills including presentation, persuasion, and negotiation skills required in working with all organization stakeholders; including the ability to communicate effectively and remain calm and courteous under pressure.

- Research and support best practices in all aspects of grants funding.
- Develop and ensure ethical adherence to gift-related policies and procedures as defined by the Association of Fundraising Professionals and the Land Trust Alliance.
- Follow strict funder confidentiality and security of all funder records.
- Work collaboratively in a team environment with a spirit of cooperation with stakeholders across the organization.

## **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill, and ability required. Applicants are encouraged to describe pertinent personal and professional experience.

- Must have strong writing skills with at least three years of experience in proposal or grant writing.
- Excellent project management skills and enthusiasm for collaboration are necessary to this role.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals. Ability to delegate, as needed.
- Ability to effectively present information and respond to questions from managers, stakeholders, funders, and the general public, top management, public groups, and/or boards of directors.
- Job requires specialized computer skills. Must be adept at using various applications including spreadsheets, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use of database software. Experience with Blackbaud's Raisers Edge (or equivalent donor data system/DRM or other database experience).
- Familiar with database processes, imports, queries and exports to produce detailed and accurate reports for use in research, mailings, analysis, executive reporting.
- Proficiency with Microsoft Outlook, Word and Excel.

## **SALARY & BENEFITS**

Columbia Land Trust offers a competitive salary, comprehensive benefits package and a supportive and positive work environment. The Land Trust benefits package includes a generous paid vacation and sick leave. Columbia Land Trust pays 100% of health and dental insurance for the employee; voluntary benefits include Section 125/FSA and long-term disability. We also offer a generous match (up to 5% of annual salary) to our retirement (401(K) plan. Employees are allowed to bring well-behaved dogs to work. Healthy, happy staff are an important element to our success and we believe in work life balance.

## APPLICATION INSTRUCTIONS

**For consideration, please email your resume, list of potential references, and a cover letter with relevant experience to [jobs@columbialandtrust.org](mailto:jobs@columbialandtrust.org). Include “Grants Manager” in the subject line. The position is open until filled. Applications will be reviewed as received.**

### ***About Columbia Land Trust***

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 28 years, Columbia Land Trust has permanently conserved more than 43,000 acres, an area equivalent to eight of Portland’s Forest Parks, and has restored thousands of acres for the benefit of both wildlife and local communities. Today, the Land Trust is nationally recognized as a leader in conservation.

Columbia Land Trust recently embarked on a 25-year plan to conserve the lower Columbia’s most important places by blending rigorous science and community partnerships. This conservation agenda outlines objectives for protecting and restoring wildlife habitat and natural resources across five varied regions, from the wetlands and old-growth forests of the Coast Range and Estuaries to the sagebrush-steppe of the Columbia Plateau and everywhere in between. Core to the conservation agenda is a commitment to supporting [a more inclusive and equitable conservation movement](#), arriving at common ground conservation solutions. Together, we are ensuring a future that is thriving, prosperous, and nature-rich. For more information, visit our website at [columbialandtrust.org](http://columbialandtrust.org).