

JOB DESCRIPTION

Job Title: Development/Grants Coordinator
Location: Monterey Office
Department: Fund Development
Reports to: Director of Development



Big Sur Land Trust is a non-profit organization with a mission to inspire love of land and conservation of our treasured landscapes. Founded in 1978, our legacy includes conserving over 40,000 acres and increasing access to public parklands throughout Monterey County. We bring people together to conserve, restore and care for our region's natural beauty so that everyone can benefit from experiencing nature where they live.

General Description:

The Development/Grants Coordinator is responsible for identifying and researching foundations, public agencies and corporations for potential funding opportunities; developing, writing, submitting and tracking compelling grant proposals; building and maintaining strong positive relationships with current and prospective donors; achieving and/or exceeding annual giving goals; and overseeing an accurate donor database with associated reports. Works as a solid team member toward organizational alignment in a collaborative matrix organization.

Specific Duties:

Foundations (Private & Family), Public Agencies and Corporate Grants (60%)

Identify and research private foundations and corporations for potential funding opportunities.

- Create and maintain a fundraising pipeline that classifies all Foundation/Public Agency/Corporate donors and prospects by program interest and type of support; and outlines a medium-term grants work plan.
- Investigate program guidelines and previous giving history for all prospects; prepare Grant Opportunity Analyses to support decision-making regarding priorities and strategies.
- Expand list of prospects and qualify them according to opportunities, needs and existing or potential relationships.
- Identify and assure implementation of appropriate recognition for corporate and business sponsors.

Seek funding through targeted solicitations and stewardship of funder relationships:

- Work with staff to understand program strategies and identify, research, present BSLT strategy and pursue funding opportunities.
- Coordinate overall foundation, public agency and corporate funding strategy in partnership with conservation, stewardship and community engagement staff.
- Assist staff in creating and/or implementing program evaluation frameworks that leverage and demonstrate program effectiveness and help sustain grant support.
- Develop, write, submit and track effective/compelling grant proposals, and work with finance and program staff to assure effective grants administration.
- Coordinate with program staff to monitor grant commitments to ensure timely completion of deliverables and submission of grant reports.
- Utilize Moves Management techniques and CRM database to assure timely and coordinated prospect/funder cultivation and relationship-building by a variety of staff.
- Develop, draft, and produce progress reports for funders, elevating key achievements relative to funder priorities for relevant BSLT program activities.
- Maintain BSLT's grant/contract reporting calendar, send notices of upcoming reports and prepare and/or support staff in preparing grant and contract reports.

Corporate Sponsorships (20%)

- Oversee and execute the sponsorship/business partnership sales effort.

- Prospect, sell, cultivate and maintain sponsorships and corporate partnerships.
- Achieve established goals and budgets as set by Director of Development (DOD).
- Report on progress at weekly meetings with DOD.
- Manage existing sponsorship relationships to result in renewals.
- Conduct cold calls & arrange sales presentations.
- Lead the execution of partnership fulfillment.

Donor Development (20%)

- Interact with donors on telephone, in-person visits, or in other general public interface opportunities.
- Upgrade and/or make improvements to existing donor database system to accurately track and analyze donor information.
- Develop overarching strategy for increased funding by growing donor base.
- Create efficient real-time, on-demand fundraising dashboards that inform management, trustees and program leaders of progress toward fundraising goals.

Accountabilities: The position is accountable for delivering the following results:

- 1) Increase in Foundation and Public Agency grant/contract proposals written and funded.
- 2) Growth in overall corporate giving (grants and sponsorships).
- 3) Develop and oversee accurate donor database and fundraising reports.
- 4) Alignment with BSLT's vision, values and mission, and support of the strategic plan goals.

Prior Experience:

- Excellent written and verbal skills.
- Demonstrable results in project management.
- Able to perform multiple tasks at high level and track a variety of programs.
- Well-developed interpersonal and communication skills that foster internal and external consensus and cooperation.
- Must be able to perform in a team environment.
- Must be public-spirited and committed to BSLT mission and strategic plan.
- Organized, highly creative and analytical, strategic planner (visionary), independent and self-motivated, enthusiastic, dependable, detail oriented and driven by excellence.

Education or Training:

- Bachelors' degree, and 2-3 years' experience, or equivalent combination of education and experience.
- Knowledge of and experience in Development and Development techniques highly desirable.
- Grant writing experience and skills preferred.
- Proficient computer and database skills (Microsoft Office, Bloomerang)

Physical Demands:

- While performing the duties of this job, the employee is required to climb, push, pull and occasionally move equipment.
- The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.
- The employee is occasionally required to perform mountain driving and hiking/walking.

Compensation: Commensurate with experience.

Benefits: Benefits include healthcare, dental, vision and life insurance; disability, 403(b) retirement plan, and generous paid time off and holiday programs.

How to Apply: Interested applicants are encouraged to submit a cover letter and resume by email to kmitchell@bigsurlandtrust.org

Big Sur Land Trust is an Equal Opportunity Employer.