

DEVELOPMENT ASSOCIATE - UPWELL

Location: Monterey, CA (can work remotely)

Position Description: The Development Associate works on a part-time basis (20 hours per week) to explore new funding opportunities as well as to write and submit grant proposals for Upwell.

Reports to: Executive Director

Core Responsibilities:

- Determine funding priorities
- Investigate new funding leads (foundations, government, corporations, and individuals)
- Prioritize grant opportunities
- Create schedule of grant application and reporting deadlines
- Write grant proposals and letters of inquiry
- Assist Executive Director in developing funder relationships
- Track and maintain fundraising metrics using FlipCause (donor retention and attrition rates, average gift amounts, etc.)

Qualifications

- Bachelor's degree from an accredited college or university
- At least 3-5 years of fundraising or grantwriting experience
- Background in science writing, marine biology or similar field
- Understanding of grantwriting procedures for foundations and government funding sources
- Excellent writing skills and attention to detail, including formatting, grammar, spelling and punctuation.