



## JOB ANNOUNCEMENT

<b>JOB TITLE:</b>	Director of Grants and Corporate Giving
<b>JOB LOCATION:</b>	Portland, OR
<b>JOB START DATE:</b>	Preferably by February 1, 2019—As soon as possible after hire
<b>CLOSE DATE:</b>	<b>Open until filled</b>

### JOIN US!

Come join the team of conservation professionals at the Xerces Society who are passionate about protecting some of the world's most important animals. We are an international nonprofit organization established in 1971, based in Portland, Oregon, with staff located in 16 different states. We work at the forefront of invertebrate protection worldwide, harnessing the knowledge of scientists and the enthusiasm of citizens to implement conservation programs. We take action by protecting endangered species and their habitat, training thousands of farmers and land managers to better protect and manage habitat, producing ground-breaking publications on insect conservation, and raising public awareness about the invertebrates of forests, prairies, deserts, creeks, wetlands, and oceans. Our methods focus on scientific analysis, applied research, advocacy, and education to defend invertebrates such as bees, butterflies, mollusks, and dragonflies.

### WHAT YOU'LL BE DOING:

The Director of Grants and Corporate Giving reports to the Executive Director. In this role, you will be responsible for the pursuit and management of grants, contracts, and contributions from foundations, businesses, and government agencies. These institutional sources of funding make up 70% to 75% of the organization's annual budget. You will lead the Grants and Corporate Giving team, which includes the Grants Associate and Corporate Giving Associate. Broadly speaking, the Associates are directly responsible for donor acknowledgement, gift processing, data entry, and donor relationships. The Grants Associate coordinates with other staff on proposal and report development and the submission of final proposals and reports. The Corporate Giving Associate assists with creating new business partnerships and maintaining communications with current and potential partners. This team works closely with the Executive Director, Program Directors, and the Communications, Membership, and Finance teams. These internal relationships are essential for the smooth operation of institutional fundraising activities at Xerces.

In this role, you will be strategic and attentive to deadlines yet flexible and responsive when new opportunities arise. You will be responsible for planning and execution of a comprehensive grants and corporate giving strategy, and you will collaborate extensively with the Executive Director to achieve Xerces' fundraising goals. Audit preparation is a year-long process at Xerces, and so you will also be responsible for ensuring that the Grants and Corporate Giving team is keeping accurate and complete records to support the Xerces Society's record of clean audits. You and your team will be using Netsuite

to track funding relationships and award information; this newly adopted database is also the organization's accounting system.

#### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Develop and execute the grant and corporate fundraising plan, ensuring that all proposal and reporting (financial and narrative) deadlines are met
- Develop new funding proposals, working with the Executive Director and program staff
- Edit proposals and reports that are developed by the Executive Director and program staff
- Maintain strong relationships with current foundation and business donors, including developing strategies for targeted communications outside of required reporting deadlines
- Identify new funding prospects; coordinate with Executive Director, team, and Program Directors to develop and implement cultivation plans
- Screen announcements of grant opportunities for alignment with the Xerces Society's program priorities and budget needs
- Supervise two staff and ensure that they have enough guidance to work independently and develop professionally but also sufficient coordination and communication to promote teamwork and alignment with organizational strategies and priorities
- Communicate and coordinate with the Membership Director on areas of donor overlap
- Co-manage (with Membership Director) the Board of Directors Fundraising Committee
- Work with staff from throughout the organization to develop and improve systems for program evaluation and tracking Xerces' impact
- Oversee team's audit preparation throughout the year, including electronic and hard-copy documentation of all awards and appropriate language within agreements to clarify funding restrictions
- Work closely with Program and Finance staff to ensure proper administration of grants and contracts
- Contribute to development of project budgets and draft revenue projections used in the development of the organizational budget
- Oversee team's use of Netsuite database

#### **QUALIFICATIONS, KNOWLEDGE, SKILLS & EXPERIENCE:**

**Required:** The ideal candidate will possess:

- 5 or more years of nonprofit development experience and/or education directly relevant to institutional fundraising
- Demonstrated success in obtaining government, foundation, and corporate funding
- Superior writing, editing, and organizational skills
- Understanding of regulations and best practices related to unrelated business income, commercial co-ventures, and cause marketing
- Excellent communication and interpersonal skills
- Ability to meet deadlines and juggle multiple tasks
- Strong spreadsheet, word processing, e-mail, internet, and other basic computer skills
- Familiarity with principles/best practices of fundraising databases
- Proven ability to work as a member of a team and as a team leader
- Dedication to environmental conservation and commitment to the mission of the Xerces Society (specific knowledge of invertebrates is not required)

- Experience and skill in working with diverse teams and constituents in respectful, equitable and inclusive fashion, and able to lead institutional giving efforts with an eye to equity

**Preferred:**

- Experience with administration of USDA or other federal grants
- Experience with developing fee-for-service scopes of work and other contracting documents

**PHYSICAL REQUIREMENTS:**

- Able to sit/stand at computer workstation for periods of up to 8 hours.

**COMPENSATION:** starting at \$55,000-\$65,000

**STATUS:**

Regular, Full-time, approximately 40 hours/week. Salaried, exempt from overtime.

**BENEFITS:** This position includes a generous benefits package: eleven paid holidays, paid time off, paid health and disability insurance, option to participate in a pre-tax flexible spending account for medical and dependent care expenses, participation in a retirement program upon eligibility and a flexible work environment. If based at the Portland headquarters, there is an additional public transportation benefit.

**TERMS:** The Xerces Society is an at-will employer. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**MORE INFORMATION:** The Xerces Society is an equal opportunity employer committed to workforce diversity. For more information on the Xerces Society and our programs, please see our website, [www.xerces.org](http://www.xerces.org).

**APPLICATION:**

1. Combine cover letter, resume, and the names and contact information for three references into a single attachment in MS Word or Adobe PDF
2. Use your full name as the file name
3. Subject line of your email is: "Director of Grants and Corporate Giving"
4. Send to [careers@xerces.org](mailto:careers@xerces.org)

**APPLICATION DEADLINE:** Open until filled.

**APPLICATION FOLLOW UP:**

- Due to the volume of communications we are unable to respond to individual applicants inquiries.
- We ask that applicants do not contact our office via phone or email about their application.
- You will be contacted if selected for an interview.
- All applicants will receive email notification once position is filled.