



Job Title: Grants Manager
Location: Vancouver, Washington
Salary: \$76,688-\$107,362 annually
Reports To: Development Director
Duration: Full-Time, 40 hours per week
FSLA Status: Exempt
Application Deadline: December 15, 2024

Columbia Land Trust is seeking a **Grants Manager** to join its team!

About Us

Columbia Land Trust is dedicated to conserving and caring for the vital lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In our first 30 years, Columbia Land Trust has permanently conserved nearly 60,000 acres and restored thousands of acres across our ecologically diverse region, for the benefit of both wildlife and communities. Today, the Land Trust is nationally recognized as a leader in conservation, and locally appreciated as part of the communities where we live and work.

At Columbia Land Trust, we often talk about our impact in terms of a science forward approach to lands, waters, and wildlife. However, just as important is how we work, through building and maintaining strong relationships. We set ambitious, long-term goals that we know are only achievable by living up to our commitments to support more equitable conservation through diverse collaborations and thoughtful land management practices. We strive to ensure that all our employees, colleagues, and partners feel a sense of belonging and that their contributions to achieving our mission are valued. Columbia Land Trust is an equal opportunity employer and committed to building a workforce that fosters this sense of community, appreciates and includes more voices and cultures, inspires conservation achievement, and gives space for personal growth.

Columbia Land Trust's headquarters are located on the historic Fort Vancouver campus near downtown Vancouver, Washington. Additional Land Trust offices are located in Astoria, Oregon, and White Salmon, Washington. This position will be primarily based out of our Vancouver, Washington office. For more information, please visit www.columbialandtrust.org.

Summary

The Grants Manager is a critical member of the Development Department who oversees a portfolio of private foundations, while supporting and tracking government and public grant application processes across the organization. This role will have primary responsibility for ensuring that all grant opportunities are strategically leveraged to their fullest extent, to support the work of the Land Trust. The Grants Manager will support the fundraising efforts of the Development, Communications and Marketing, Conservation, and Stewardship teams.

Essential Duties:

- Write, edit and submit strategic grant proposals for unrestricted and project-based support.
 - Track and fulfill all reporting requirements and deliverables for active private grants.
 - Maintain a comprehensive private grants calendar and manage a pipeline of grant deadlines.
 - Conduct prospect research and vet grant opportunities.
 - Act as resource to program staff who are developing funding for projects; support public grant application processes, as needed.
-

- Develop relationships with funders across the region, to understand opportunities and challenges, inform proposal strategies, and solicit feedback.
- Develop knowledge on local, regional, and national issues related to Columbia Land Trust's mission to serve as an effective spokesperson for the organization.
- Engage with culturally diverse groups, including funders, colleagues, donors, volunteers, community partners, and the public in a manner that is welcoming and inclusive.
- Research and support best practices in all aspects of grants funding and ensure ethical adherence to gift-related policies and procedures, as defined by the Association of Fundraising Professionals and the Land Trust Alliance.

Qualifications

Columbia Land Trust seeks applicants with skills and experience in some of the listed tasks or similar work. Training will be provided to ensure qualified candidates can safely and effectively perform the job. Accommodation may be available for individuals with disabilities to enable them to fulfill essential job functions.

Required Skills & Experience

The following are representative of the knowledge, skill, and/or ability needed to perform the duties of the job. Some experience with one or more of the following is preferred, with some training available to help build on existing skills to reach the skill level needed. Both professional and personal life experience will be considered.

- At least three years of experience in nonprofit fundraising and/or grants management.
- Excellent writing and copyediting skills, as well as the ability to carefully adhere to brand guidelines.
- Ability to communicate clearly and collaborate effectively.
- Sharp organizational skills that allow for the tracking and documentation of work over time, along with the management of multiple priorities simultaneously.
- Enthusiasm for conservation and eagerness to learn.

Preferred Skills and Experience

- Familiarity with Blackbaud Raisers Edge (or other donor database experience).
- Experience engaging in personal and organizational diversity, equity, and inclusion.
- Possesses effective problem-solving skills, adaptability, and strong interpersonal abilities.
- Proficiency with Microsoft Office Suite.

Benefits:

The Land Trust benefits package includes:

- Paid vacation
- Holidays
- Sick leave
- Health and dental insurance premiums for three-quarter to full-time employees
- Voluntary benefits include Section 125 - FSA and long-term disability
- A match (up to 5% of annual salary) to our 401(K)-retirement plan
- Cell Phone Reimbursement

Application Instructions

To be considered for the Grants Manager position, please email your resume, a cover letter highlighting

relevant experience, and a list of three references to jobs@columbialandtrust.org.

We will not contact your references without notifying you first. In your cover letter, please include:

- A description of your interest in the position.
- How your skills and experience align with the role.
- A description of your commitment to and/or experience with diversity, equity, and inclusion.

Mailed applications can be submitted to:

Columbia Land Trust

850 Officers Row

Vancouver, WA 98661
