



## Grant Writer -- Save the Redwoods League

Protect and restore thousand year-old trees in an ancient forest! As our Grant Writer, you would be responsible for managing all aspects of the public grants program for Save the Redwood League, including identification of public grant opportunities, development of grant proposals, and management of grants.

The Grant Writer is an integral member of the League's Conservation Programs department to match project needs to public funding. Working with guidance from the Director of Government Affairs and Public Funding, the Grant Writer works with individual project managers to interpret their projects into successful public funding proposals to protect and restore our redwood forests and connect people to their peace and majesty.

Since its founding, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to [www.SaveTheRedwoods.org](http://www.SaveTheRedwoods.org)

### RESPONSIBILITIES:

#### ***Relationship Building:***

- Coordinates with the Director in researching public funding opportunities at the federal, state, and local level; works with public funding agency staff to align League projects with viable funding opportunities
- Develops new and expands existing relationships with grant funders and community partners
- Communicates with public agency funding program staff on grant administration, the League's portfolio of projects, guideline review, program development, etc.
- Communicates with League staff to prioritize projects for funding programs, build knowledge and awareness of public funding opportunities and grant-related best practices

#### ***Proposal Development:***

- Researches, writes, and submits competitive proposals to public/government agencies
- Consults with League staff to identify project priorities
- Coordinates proposal development with League staff, partners, stakeholders, local supporters, and outside consultants
- Communicates as needed with potential funders
- Maintains required registrations (e.g. Grants.gov, SAM, SOAR, etc.)

*This job description reflects the assignment of essential functions; it does not describe or restrict the tasks that may be assigned.*

**Grants Administration:**

- Coordinates with the Director of Government Affairs and the Chief Programs Officer to implement competitive grant program-related funding strategies identified in the League's annual plan and Centennial Campaign goals
- Completes and submits mid-term and final report to funders and other required paperwork
- Manages consulting grant writers
- Works with Finance staff to develop and track fund disbursement; develops financial reports
- Maintains grant-related reference resources including funder research files, grant application deadlines, grant reporting schedules, and other information as needed
- Works with Development staff to coordinate on recognition and tracking of public funders

**Other Duties:**

- Researches best and emerging public funding/grant program practices and priorities, grant development and management practices
- Participates in local, state, and national organizations that support professional development in this field
- Serves as resource to League staff on questions on public funding and grant administration
- Other duties as may be required

**QUALIFICATIONS AND WORKING CONDITIONS:**

- Strong commitment to the mission of Save the Redwoods League
- Bachelor's degree in related field and/or five or more years of experience in grant development or any equivalent combination of education and experience that provides the necessary level of skill, knowledge, and ability
- Proficiency in Microsoft Office and online research
- Strong research and writing skills
- Knowledge of grant research and application processes; ability to take initiative, work independently, and use innovative techniques and ingenuity to prepare grant applications
- Experience in developing grants for conservation and restoration projects and activities
- Knowledge of government grant programs; experience in federal and/or state government grant writing
- Familiarity with key public agency funding partners and programs (e.g. California Coastal Conservancy, California Wildlife Conservation Board, California Department of Fish and Wildlife, CalFire, California Resources Agency, LWCF, Forest Legacy Program, etc.)
- Proven Track record of working effectively with teams to coordinate and successfully deliver grant projects
- Excellent organizational skills and ability to work in a fast-paced, deadline-driven environment and adapt to frequent changes or unexpected events in regards to project work
- Sense of humor, dependable, excellent positive attitude
- Occasional weekend and evening responsibilities
- Occasionally required to hike through forest land while working off-site including walking on uneven ground, climbing over obstacles, and accessing remote locations
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds

***We provide excellent benefits including paid vacation and sick time, medical, dental, transit benefits, life insurance and a generous 401K!***

**TO APPLY:**

If this fits you, please submit your resume, cover letter, salary expectations and writing samples to:  
[Jobs@SaveTheRedwoods.org](mailto:Jobs@SaveTheRedwoods.org) -- please put "**Grant Writer**" in the subject line of your e-mail.

**NO CALLS PLEASE . . . we are busy protecting redwoods. THANK YOU!**

*Save the Redwoods League is an Equal Opportunity Employer*

*Fluent English speakers who are bi- or multi-lingual, including indigenous language speakers, are encouraged to apply.*