



Public Grants Manager

Save the Redwoods League is looking for a **Public Grants Manager** to be responsible for managing all aspects of our public grants program, including identification of public funding opportunities, development of grant proposals, and management of grants received.

For over 100 years, Save the Redwoods League has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, 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

As our **Public Grants Manager**, you will primarily be responsible for implementing competitive grant program-related funding strategies, designed in coordination with the Director of Public and Institutional Funding and the Chief Programs Officer, in support of the League's annual and long-range plans. This responsibility includes management of the League's public funding pipeline and calendar, development of public funding proposals, and monitoring of grants through the approval process.

The **Public Grants Manager** is a key member of the Development team and reports to the Director of Public and Institutional Funding, and collaborates with members of the Conservation Programs team and partners with program team colleagues to solicit public agencies identified in individual Project Funding Plans.

We provide excellent benefits including paid vacation, sick time, medical, dental, vision, online tele-therapy, health advocacy and employee assistance programs, life insurance, and a generous 401k match!

Essential Duties and Responsibilities:

Grant Management

- Utilize the customer relationship management software, EveryAction; implement and support grants reporting and stewardship; maintain grant-related reference resources and funder research files, grant application deadlines, grant reporting schedules, and other information as needed
- With the Director, identify pipeline of grant programs and timing of applications for complex multi-year projects; coordinate with the Portfolio Funding Team, to develop tools specific for complex projects (e.g., financing strategy, Gantt chart)
- Ensure compliance with grant agreements through the life of the grant; present about and/or explain terms of the grant agreement to project staff and external partners
- Collaborates with the Finance team, to assist Project Leads to submit grant progress and final reports, and other required paperwork, including supporting documentation and grant agreement amendments
- Work with Marketing and Development colleagues; coordinate recognition of public funders (e.g., Annual Report, Redwoods' magazine, celebration events and other donor recognition, etc.)

Proposal Development

- Research, write, and submit competitive proposals to public/government agencies
- Coordinate proposal development with League staff, partners, stakeholders and local supporters and outside consultants
- Advise League staff to develop emerging projects to be positioned for maximum public funding eligibility
- Create grant program summaries and distribute to staff to help them understand specific funding programs and whether their projects meet criteria
- Collaborate with staff and external partners to identify project priorities and funding needs and timelines; work with project managers to develop budgets and other grants materials
- Incorporate DEI goals and practices into grant applications focusing on innovative outcomes through partnerships with focus communities, tribal entities, etc.

Portfolio Management

- Research public funding opportunities at the federal, state, and local level; work with public funding agency staff to align League projects with viable funding opportunities
- Cultivate new and expand existing relationships with grant and public funders and community partners; participate in staff-level agency coordination meetings and agency Board meetings
- With Project Leads, organize and participate in field tours and site visits for grant approvals and/or stewardship
- Communicate regularly with public agency funding program staff on grant administration, the League's portfolio of projects, guideline review, program development, etc.
- Communicate regularly with League staff and external partners to prioritize projects for funding programs, build knowledge and awareness of public funding opportunities and grant-related best practices; maintain strong understanding of current and emerging League projects

Other Duties

- Assist with development of structure, processes, timelines, and policies for public grants program
- Research best and emerging grant development and management practices; introduce and underscore best practices in grants management to project and finance staff
- Serve as resource to League staff on questions regarding public funding and grant administration
- Manage consulting grant writers, and other relevant consultants

Qualifications:

- 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
- Knowledge of grant research and application processes; knowledge of government grant programs
- Experience in developing grants for conservation and restoration projects and activities, preferred
- Experience in federal and/or state government grant writing
- Familiarity with key public agency funding partners and programs preferred (e.g., California Coastal Conservancy, California Wildlife Conservation Board, California Department of Fish and Wildlife, CalFire, California Resources Agency, LWCF, Forest Legacy Program, etc.)
- Ability to take initiative, work independently, and use innovative techniques and ingenuity to prepare grant applications

- Track record of working effectively with teams to coordinate and successfully deliver grant projects
- Personal passion for preserving and protecting the natural world with a belief in the mission, principles, and values of Save the Redwoods League's approach to conservation
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable

Working Conditions:

- Occasionally lifts, carries, moves and positions objects weighing up to 30 pounds
- Some weekend and evening responsibilities
- Valid driver's license and safe driving record
- Occasionally walks on uneven ground during offsite activities

To Be Considered:

Email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to: Jobs@SaveTheRedwoods.org with the subject heading " **Public Grants Manager**".

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

Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our [Diversity, Equity, and Inclusion](#) initiatives.