

NOW HIRING Grants Manager

Application Deadline: February 23, 2025

Job Title: Grants Manager

Department: Development

Reports to: Associate Director of Development

Classification: Exempt, Salaried, Full-Time 1.0 FTE, Hybrid

Salary Range: \$75,000-\$80,000 per year, plus full benefits package

Benefits include:

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employees only
- Competitive leave benefits which include two (2) weeks paid vacation during a staff member's first year of employment, accrual of eight (8) hours paid sick time per month, eight (8) recognized paid holidays as well as 40 hours of flexible holiday time per year, and family leave
- 401(k) 3% match plus annual fixed amount contribution
- Ability to attend free or subsidized courses at Bird Alliance of Oregon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

About Bird Alliance of Oregon

Bird Alliance of Oregon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife, and their habitats. We are located in a 172-acre wildlife sanctuary next to Forest Park, just minutes from downtown Portland.

Bird Alliance of Oregon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. We are committed to building a diverse and inclusive environment, reflecting the diversity of our community in our board, staff, volunteers, and members; ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals. We hope to foster a lasting, resonant sense of place in the outdoors, and invite everyone to take action for conservation in their own community and throughout the Pacific Northwest.

Position Summary

The Grants Manager is a member of the Development Team and reports directly to the Associate Director of Development. This position is responsible for all aspects of grant fundraising through planned research, identification, development, collaboration, cultivation, stewardship, compliance, and reporting activities. The Grants Manager will submit proposals and manage awards in support of BAO's mission and operating goals from a broad base of both public and private foundations, governmental agencies, and community-based funding organizations working in collaboration with Program Managers and Senior Leadership.

Bird Alliance of Oregon promotes a team environment where curiosity, not certainty informs our work. The Grants Manager will utilize this mindset to successfully cultivate relationships, foster collaboration, and support a culture of trust with colleagues, partners, and funders.

Essential Duties & Responsibilities

- Write grant proposals, letters of interest/inquiry, concept papers, and related materials for proposal submissions that align with funder interests and organizational priorities.
- Prepare and submit applications and reports in accordance with funder requirements and deadlines and provide guidance to program staff on necessary and/or useful evaluation strategies to grow reporting capacity and improve outcomes-based proposal writing.
- Create acknowledgements for grant awards and coordinate with Development and other stakeholders to ensure implementation.
- Maintain and manage complete records and files in accordance with record-keeping best practices.
- Works in partnership with stakeholders to draft, edit, finalize, and submit grant proposals on time.
- Prepare strategic program and project budgets in collaboration with internal staff and approved by departmental leadership; ensuring that each is in format appropriate to both internal needs and funder understanding.
- Monitor application and reporting timelines and communicate them interdepartmentally to ensure we are meeting funding deadlines and requirements.
- Partner with Communications and Marketing team, as well as program managers, to generate compelling language and narratives about Bird Alliance of Oregon's work and impact with a funder-focused lens.
- Collaborate with Senior Leadership to identify and secure funding for organizational and capital projects that align with strategic priorities

Additional Responsibilities

- Analyze grant funding trends to identify growing programs, opportunities for increased funding, and areas in need of greater development.
- Updates and maintains internal grant records.
- Crafts personalized acknowledgments upon receiving grant funding for tax purposes.
- Conduct internal education to help program staff in identifying projects eligible for or requiring grant funding, how grant funding fits within organizational budget, and how to develop project and program work plans that are grant ready.
- Conduct internal and external research to identify funding opportunities.
- Work with the Communication and Development teams to apply an equity lens to all aspects of the program; help support future and ongoing updates to the department.
- Develop a toolkit of organization data, standard language, and anecdotes for use in grants and by colleagues across operations.
- In partnership with the Director and Associate Director, establishes target revenue goals annually to meet the programmatic needs for corporate and foundation funding.
- Work with stakeholders to ensure they are informed of the requirements of grant contracts and assist in advising on how best to navigate any necessary changes through communication with funders.
- Manage progress of grant-funded programs and broker communication between funders and internal stakeholders.
- Maintains punctual, regular and predictable attendance.
- As needed, supervise volunteers and interns related to the position.
- Manage and inform strategy to develop strong, expanding pipelines of grant-based donors for operations, programs, and initiatives.
- Cultivate, manage, and maintain relationships with organizational funders and stakeholders through targeted and strategic outreach, interpretation, and stewardship.
- Develop grant-based opportunities with appropriate internal departments and teams, and coordinate project plans to ensure adequate reporting and compliance per funder guidelines.
- Other duties as assigned.



Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- A Bachelor's Degree and at least 5 years of experience in related fields or similar experience.
- Experienced in developing and progressing corporate and foundation relationships.
- Research and qualify prospects to grow a strong prospect pipeline.
- Strong ability to convey a variety of complex projects succinctly in written and verbal communications. Proficient in communicating about environmental justice and creating equitable outdoor spaces.
- Exceptional relationship building, interpersonal, verbal/written communication, and organizational skills.
- Comfortable working independently and collaboratively in the planning and writing process. Capable of adapting their writing style to various voices.
- Effectively works with and collaborates with all levels of organizational staff and external constituents.
- Excellent grant writing skills and proven success of obtaining six figure grants.
- Detail-oriented and deadline-driven.
- Strong literacy in Microsoft Office, Outlook, Excel, and donor databases.
- Experience working in Raisers Edge or with similar grants management software.
- A strong understanding of diversity, equity, and inclusion practices, in particular, in outdoor spaces.
- A passion for local conservation, environmental education, and wildlife rehabilitation.

Work Environment and Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- The Grant Specialist position has a hybrid remote and on-site schedule. Structure of this hybrid model is variable in response to the seasons and the schedules of team members.
- Primary responsibilities are working on a computer, typing and looking at screens for many hours.
- Must be comfortable with shared desk space.

Application

Bird Alliance of Oregon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Bird Alliance of Oregon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advancing its diversity goals; and empowering people to make positive changes in their community and environment. All Bird Alliance of Oregon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at <http://birdallianceoregon.org/about>.

How to Apply

ONLINE SUBMISSIONS PREFERRED:

APPLY ONLINE at bit.ly/BirdAllianceOregon_Application

If online submission isn't possible, please submit via US Postal Service:

Please send your resume, cover letter and the [application](#) found on our website to:

Human Resources
Bird Alliance of Oregon
REF: **Grants Manager**
5151 NW Cornell Road
Portland, OR 97210

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Diversity Statement

Bird Alliance of Oregon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Bird Alliance of Oregon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff.