



IDAHO
CONSERVATION
LEAGUE

Grants Manager

POSITION ANNOUNCEMENT

The Idaho Conservation League (ICL) is seeking an outstanding *Grants Manager* to join our development team who will strengthen and reinforce ICL's relationships with funders, ensure that grant programs operate efficiently, and be a key part of the development team that keeps ICL fiscally sound.

Opportunity for Impact: Founded in 1973, ICL is the state's oldest and largest statewide advocacy organization, with more than 10,000 members and advocates from across Idaho and the region. You will be joining a staff of 30, part of our passionate team working to tackle climate change and protect air and water quality, protect public lands, restore Idaho's rivers, and protect our native fish and wildlife, for *all* who live in Idaho. The work you do will directly support ICL's programs, enabling staff to continue our policy and grassroots advocacy work in the tradition of ICL, seeking to build a conservation community in Idaho, and achieve pragmatic, enduring solutions.

Classification: Part or Full-time; exempt

Supervisor: Development Director

Compensation: FT starts at \$58,000 annual salary, part-time salary would be prorated, based on percentage of full-time hours.

Benefits: Health & vision insurance (ICL pays employee's at 100% for FT, pro-rates for PT), Dental insurance, Simple IRA with 3% match, 16 days PTO to start, 2 personal days, 10 paid holidays plus the bonus week at end of calendar year, 3 paid volunteer service days; access to a sabbatical after 7 years, and every 5 years thereafter, and more

Location: This position will be based in Boise, but may work 100% remotely

Start date: ASAP

About the Position: The Grants Manager is responsible for all aspects of our grant program, maintaining our current grant portfolio, over \$1 million annually, as well as the lead in seeking new grant opportunities. As much of the work is self-directed, the position could be completely remote. Most deadlines are known in advance, therefore this position is ideal for someone seeking a highly flexible position that allows a robust work life balance. The scale of our current grants program requires about a half-time position. However, ICL is growing, the development program has additional needs, and we envision this could be up to a full-time role for the right candidate, with the right skills. Development functions where additional capacity is needed include, but are not limited to, major donor work both with individuals and family foundations, communications for development purposes, data reporting and metrics, and more. Those interested in a more than half-time role should indicate what additional scope among these listed development functions (or

others you suggest) they would add to complement the half-time grant portion of this role, and how they would be best suited to add that additional capacity.

The primary focus of this role includes all of ICL's grant efforts: optimizing and managing the grant administration process, coordinating preparation and submission of letters of inquiry, applications, and reports for large foundations, institutional funders, and family and private foundations. The manager is responsible for writing content, mining existing documents for applicable content, requesting new content from program staff as needed, and editing it all together for seamless proposals and reports that are tailored to funder priorities.

They are responsible for ensuring accurate and timely submission of all grant proposals and reports, working with ICL leadership to prepare project budgets for proposals and reports, serving as the lead with fund program managers (either personally, or by coordinating communications with the appropriate ICL program staff), ensuring ICL complies with grant requirements, and managing grant information in our database (Salesforce). They are responsible for working with leadership to identify and seek new funding opportunities. They also work with the development director and central Idaho director (who is responsible for major gifts) to create annual engagement plans for family and private foundations, and assist them with implementing and tracking those plans.

The ideal candidate for this role should have meticulous organizational and project management skills, excellent writing and editing skills, strong budgeting and monitoring skills, comfort with reporting and metrics, familiarity with databases, and the ability to visualize the big picture while attending to day to day details and deadlines.

Qualifications:

- Strong understanding of foundation giving and grant processes
- Two or more years of experience in grant management, preferably with a nonprofit
- Understanding of nonprofit fundraising and development best practices and the nonprofit business structure
- Methodical, strategic thinker
- Strong writing and verbal communication skills
- Skilled editor, able to synthesize technical concepts and text from multiple sources into concise, compelling summaries
- Proven project manager, able to juggle multiple projects at once
- Highly organized and detail oriented
- Familiar with budgeting, nonprofit accrual accounting, and audit policies
- Computer literate, Salesforce database experience preferred
- Self-sufficient and independently motivated, but able to work collaboratively as needed
- Dedication to ICL's mission of protecting Idaho's environment
- Commitment to diversity, equity, and inclusion values

Note: The successful candidate must be fully vaccinated for COVID-19 per the CDC.

Additional Qualifications when considering full-time applicants may include:

- Experience with soliciting major gifts (\$10,000 or more)

- Fluent with developing writing and planning, able to build communication plan for development that integrates ICL's membership, major donor, grant, planned giving and other fundraising efforts
- Skilled analyzer of data and reporting, such as creating revenue forecasts, identifying grant or major gift prospects
- *You tell us!*

Hiring Process and Timeline:

Application review will begin on July 13. The job will begin as soon as possible, ideally in late July or early August.

To Apply:

Email a cover letter and resume to icljobs@idahoconservation.org, with *Grants Manager* in the subject line. If you are interested in more than a half-time position, include in your cover letter what and why you would add to the role to expand the scope.

ABOUT ICL:

Founded in 1973, the Idaho Conservation League has grown into Idaho's oldest and largest state-based, non-profit natural resource conservation organization. We are a membership organization with members and supporters in every county in Idaho; a Board of Directors with statewide geographic representation; and four offices ---Boise, Ketchum, McCall and Sandpoint-- employing 28 staff. ICL's mission is to create a conservation community and pragmatic, enduring solutions that protect and restore the air you breathe, the water you drink, and the land and wildlife you love. Our vision is an Idaho where public lands remain public and are well managed, air is clean, lakes and rivers are healthy, fish and wildlife thrive, and a prosperous, sustainable future exists for all Idahoans. ICL is committed to doing conservation work in an equitable and just way. Clean water, clean air, public lands, and abundant fish and wildlife should be accessible to everyone. ICL is committed to a long-term goal of broadening our work to better serve the diversity of people our work connects to, particularly those populations with traditionally underrepresented voices or marginalized communities.