



Grant Officer Job Description

Overview & Job Description:

Ventura Land Trust (VLT) is a local, private, non-profit land trust working to protect the land, water, wildlife, and scenic beauty of the Ventura region for current and future generations. The organization strives to create a fun, inspiring and team-oriented work environment.

Position Summary:

The Grant Officer leads all aspects of Ventura Land Trust's foundation and corporate relations, including grant strategy and administration. This position is responsible for identifying and pursuing funding opportunities, coordinating with internal teams to develop compelling proposals, and managing all post-award deliverables. Key responsibilities include researching funders, developing timelines and budgets, drafting and submitting applications and reports, and ensuring compliance with grant terms. The Grant Officer also helps maintain organizational systems for tracking grant activity and supports a culture of cross-departmental collaboration and transparency in fundraising. This position reports to the Development Director and works closely with staff across departments, as well as with board members, committee members, and community partners to advance VLT's mission.

Grant Writing & Administration

- Leads the development, writing, and submission of grant proposals for private foundations, corporations, and government agencies
- Coordinates internal collaboration to align program goals, budgets, staffing, and timelines with funder requirements
- Researches and evaluates new funding opportunities to support strategic priorities
- Tracks and shares information about relevant funding sources, deadlines, eligibility, and compliance requirements
- Maintains an annual grant pipeline to support VLT's development goals
- Coordinates cross-departmental input to ensure timely delivery of post-award grant requirements



- Oversees the preparation and submission of interim and final reports, ensuring accuracy and alignment with funder expectations
- Collaborates with the Accounting Manager to track grant budgets, expenses, invoices, and receivables
- Serves as primary liaison to grant funders, public agencies, and philanthropic partners
- Implements and maintains systems for data collection, program evaluation, and outcome reporting
- Uses project management and CRM/database tools to track deadlines, tasks, and communications
- Maintains organized records, reports, and documentation in support of internal audits and institutional knowledge

Corporate Relations

- Leads efforts corresponding to corporate giving including matching campaigns, grants, and sponsorships
- Attend and present at partnership and funding events as a representative of VLT
- Track and manage sponsorship relationships, primary contacts, and event related personnel
- Manage corporate sponsorship benefits, scheduling, and communications

Internal Responsibilities

- Supports additional writing needs as capacity allows, including sponsorship proposals, donor appeals, and stewardship materials
- Participates in development events and team meetings as needed
- Develops and maintains standard operating procedures (SOPs) and internal training materials for grant processes
- Assists in onboarding and orienting new team members on grant-related systems and protocols
- Performs other duties as assigned in support of the organization's mission and strategic goals



Compensation & Benefits

- Annual compensation range \$65,000-\$75,000 commensurate with experience and other qualifications
- The Grants Officer qualifies as a full-time salaried/exempt employee
- Eligible for paid holidays, vacation, sick time, bereavement leave, and jury duty
- Hybrid work environment with remote opportunity
- Flexible hours
- Medical coverage
- Employee-contributed 401(k) retirement savings program
- Dog-friendly office

Application Details

At this point, we hope you're feeling excited about the job description you're reading. Even if you don't feel that you meet every single requirement, we still encourage you to apply.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We believe that all people are capable of great things, so we may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

To be considered for this position, please email resume and cover letter to careers@venturalandtrust.org with "Grant Officer" in the subject line.

Applications will be accepted on a rolling basis for this position until the role is filled.

For more information, please visit our website: venturalandtrust.org/careers