



**GRANT WRITER
POSITION DESCRIPTION/REQUEST FOR PROPOSALS**

ROLE TITLE: Grant Writer
CLASSIFICATION: Contract Position
SCOPE OF WORK: 14 – 20 hours per month *average* – will vary month to month, to support and increase an existing schedule of ~18-20 grants annually

POSITION SUMMARY

LandPaths seeks an individual with a passion for building a diverse, healthy, and whole community connected with the land. The ideal candidate is a seasoned grant writer who is driven, energetic, creative, committed to equity in access to nature, and loves the outdoors. This is a contract position working closely with the Development Manager, and will play an essential part in ensuring LandPaths can engage thousands of residents annually in the outdoors to meet its mission of fostering a love of the land in Sonoma County.

This is an opportunity to further LandPaths' vision and goals by sustaining and increasing revenue from private and corporate foundations through compelling storytelling, writing, and strong project management. The scope of work includes proposal writing, identifying new grant prospects, deadline and project management, and the collaborative creation of impactful grant reports and supporting documents.

POSITION DESCRIPTION/SCOPE OF WORK

Proposal Writing

- Prepare compelling grant proposals to existing and new foundations and corporate grantors, meeting all submission deadlines.
- Maintain up-to-date statements of need and impact, including current research and documentation from external sources.
- Coordinate proposal development process, identifying information needed and incorporating feedback in a timely way to ensure the team meets all deadlines.
- Final copy editing for flawless applications; at times, submit online proposals.

Grant Report Writing

- Manage deadlines for grant reports, initiating work on reports in advance to ensure timely submission of compelling reports.
- Support report writing as needed, including final copy editing for flawless submissions; at times, submit online reports.

Funder Prospecting

- Support the expansion of LandPaths' grants revenue by conducting regular grant prospecting for both open application and invitation-only opportunities for general operating support and programmatic needs. Present for review summaries of potential new funding partners in the realm of public/private foundations and corporate foundation/giving programs; incorporate mission-aligned opportunities into the grants calendar.
- Maintain a history of researched foundations with the outcome of each.

Grants Administration

- Utilize existing and new systems to maintain a calendar of deadlines to ensure timely submission of all formal and informal communications with foundations; including proposals, reports, financial documentation, grant award acknowledgements, and cultivation/touches.
- Prep Development Manager in advance of each submission to understand needed content, prepare well-organized documents to support collaborative grant writing in a remote working environment.

EXPERIENCE AND QUALIFICATIONS

- A genuine passion for equity in access to nature and connecting people with the outdoors.
- Minimum of 3 years of grant writing experience (including both proposals and reports), with a proven track record of raising money from foundation and corporate grantor sources; experience writing in the areas of environmental education, conservation, and/or equity in access to the outdoors, is preferred. Experience writing for government sources is a plus.
- Experience identifying new grant opportunities, including successfully assessing fit.
- Excellent interpersonal and communication skills, especially in a remote work environment.
- Strong-copy editor.
- Excellent writing and storytelling skills with proven ability to write effectively and persuasively.
- College degree or relevant work experience.

ATTRIBUTES

- Share LandPaths' commitment to fairness and equity; able to consider dynamics of power, privilege, and social justice as they relate to grant proposals and materials.
- Driven and self-motivated to support LandPaths' mission and fundraising success.
- Flexible, able to engage with new ideas and approaches.
- Detail oriented, thorough, and well organized. Excellent ability to monitor and meet deadlines.
- Ability to think creatively and analytically in identifying prospective funders.
- Flexibility to vary work load week-to-week and month-to-month based on need.

TO APPLY

Interested applicants should send a BRIEF AND SPECIFIC cover letter, resume, proposed scope of work including rate of compensation, and writing sample (limit 5 pages) to LandPaths ~ Attn: HR, 618 4th Street, Suite 217, Santa Rosa, CA 95404 or hr@landpaths.org. Recommended deadline is June 1, open until filled, desired start is July, 2021.