



## **POSITION DESCRIPTION**

**Job Title:** Grant and Sponsorship Specialist

**Department:** Development

**Supervisor:** Development Director

**FLSA Status:** Exempt. Full time

### **Position Summary:**

The Grant and Sponsorship Specialist serves as the lead on a portfolio of grants and sponsorships for their full lifecycle, including preliminary research, writing, proposal submission, reports and acknowledgements. The Grants and Sponsorship Specialist collaborates with the Grants Specialist and the Director of Development to build relationships with foundations, corporations and government entities to meet the overall goals supported by the Nature Forward Strategic Plan. Must have excellent communication skills, both oral and written.

### **Essential Duties and Responsibilities**

- Collaborate with various Nature Forward staff to collect information, photos, stories, and metrics to draft and submit compelling proposals, letters of intent, supporting documentation, and interim and final reports and acknowledgements.
- Work closely with Nature Forward Finance Department and various staff to develop program budgets that align with funding requests.
- Research and identify fundable priority work; propose new grant and sponsorship funding opportunities to bring the best opportunities forward.
- Ensure that sponsor and grant requests, letters of intent and reports meet all application requirements and deadlines.
- Track grant-related deadlines and submissions. Track grant funding raised and anticipated.
- Communicate with sponsors and funders by asking questions and seeking feedback in writing and verbally.
- With Director of Development, help set annual grant and sponsorship fundraising goals and plans.
- Communicate and coordinate pertinent grant and sponsorship requirements, such as a need for logo inclusion on specific publications or website.
- Accompany senior staff on foundation, corporate and government entity visits and participate in planning meetings, cultivation, and stewardship activities, as requested.
- Attend weekly grant and sponsorship review meetings with Development Director and other staff.
- Together with the Development team, play a hands-on role in supporting all development events including planning, preparation, hosting, set up and clean up.
- Other duties as assigned.

### **Qualifications/Requirements**

- Minimum three years grant writing experience, preferably with a nonprofit organization
- Thorough knowledge of the grant application process
- Proven success in securing grants from foundation, corporate and government funders
- Proven success in securing sponsors and growing sponsorship revenue
- Organized with high attention to detail
- Ability to juggle multiple projects simultaneously and be deadline and accuracy focused under tight and competing submissions

- Ability to build, cultivate and steward relationships with existing and potential sponsors and grant funders
- Ability to work both as a member of a team and independently with minimal supervision
- Ability to maintain confidentiality and work with a wide range of people
- Proficient in Microsoft Outlook, Word, Excel and internet research
- Fluent English, both verbally and in writing

### **Desired Qualities**

- Enjoys nature and the outdoors. Interest in regional environmental issues
- Experience with Bloomerang donor database or similar systems a plus
- Experience with Asana or similar project management systems a plus

### **Physical Requirements**

- Ability to climb stairs to access offices
  - Ability to sit for extended periods of time
  - Ability to work on site, 9am-5pm, at least three days per week
  - Able to lift and carry up to 10 pounds
  - Read printed materials and a computer screen
  - Covid vaccines are required for all Nature Forward employees
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## **JOB POSTING**

### **Grant & Sponsorship Specialist**

Nature Forward's (formerly the Audubon Naturalist Society) mission is to inspire residents of the DC Metro region to appreciate, understand, and protect nature. Nature Forward seeks a full time Grant and Sponsorship Specialist to join its Development team. The primary focus of this position is raising money and building relationships with foundations and corporations to fund Nature Forward's overall mission as guided by its Strategic Plan.

The Grant and Sponsorship Specialist also plays a key role in growing sponsorship support for Nature Forward conferences and events, as well as the planning and successful implementation of annual fundraising dinners and other special events. The annual salary range for this position is \$45,000-55,000.

Located at the beautiful, 40-acre Woodend Nature Sanctuary in Chevy Chase, MD, the Nature Forward work atmosphere is friendly and flexible. The Grant Sponsorship Specialist will work onsite with some telework. For a complete description of responsibilities visit [natureforward.org/careers](https://natureforward.org/careers).

Nature Forward is committed to building a diverse team that draws on the strengths of people with a variety of identities, backgrounds, perspectives, and skills. If this role sounds interesting to you, we encourage you to send your **cover letter and resume** to [development@natureforward.org](mailto:development@natureforward.org) before January 20, 2023.

*COVID Vaccination is required for employees of Nature Forward. The organization will consider accommodation for medical and religious-based reasons.*