



Job Announcement: Institutional Relations Manager

Who we are: Conservation Northwest has a 32 year track record of success protecting and connecting wildlands in Washington and British Columbia, and recovering our region's iconic wildlife including wolves, wolverines, fishers, lynx, and grizzly bears. We recognize that for long-term progress, conservation must go hand-in-hand with healthy, prosperous and equitable communities.

Our M.O. is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations. With an annual budget of \$2.9M, our 24 staff represent 4,000 members in Washington, British Columbia, and beyond. Our conservation community also includes more than 18,000 activists, supporters, and online followers.

Our Mission: We protect, connect and restore wildlands and wildlife from the Washington Coast to the British Columbia Rockies.

Our Values: Adaptability, boldness, collaboration, empathy, equity, integrity, pragmatic idealism, rationality, tenacity

Conservation Northwest is an equal opportunity employer committed to creating an inclusive workplace that represents the diversity in our communities. Veterans and people with diverse social, racial, and ethnic backgrounds are encouraged to apply. All qualified applicants will be considered for employment without preference given to race, color, religion, sex, sexual orientation, gender identity, social background, or disability status.

Position Summary

Reporting to the Director of Development, this position will be responsible for raising and managing funds from institutions, primarily foundation and government grants, with an annual goal exceeding \$500,000. This position will lead on prospect identification, cultivation and stewardship, proposal writing, budgeting, and reporting. In addition, it plays a key role supporting internal and some external communications, liaising with the Development and Communications teams to identify, create and disseminate compelling content. We are looking for someone who is creative, flexible, collaborative, organized, passionate about the environment, and excited to join an evolving team.

Responsibilities:

Foundation Relations (70%)

- Manage the research, identification, cultivation and solicitation of foundation support for Conservation Northwest programs and projects
- In collaboration with the Director of Development and Executive Director, plan and manage solicitation strategies for foundation support, including strategies to increase support from existing funders, and identify new potential funders
- Act as the primary grant writer for Conservation Northwest, generating well researched, well written and well documented grant and fundraising proposals and supporting documents
- Prepare foundation materials, including but not limited to proposals, letters of inquiry, budgets, grant reports, agreements, emails, presentations, and acknowledgment letters



- Maintain relations with foundation contacts, and assist with the planning and execution of meetings with foundation and Conservation Northwest staff
- Maintain and implement grant cultivation activities including calendars, records, files, progress reports and financial reporting
- Work directly with program staff in the development of grant opportunities and proposals
- Liaise with program, development and finance staff to monitor grant spending
- Stay informed of philanthropic trends for recent foundation giving

Government Grants Management (10%)

- Oversee compliance with government grants, including reporting, tracking grant spending and deliverables, managing agreements, and submitting reimbursement invoices
- Work with conservation program staff to identify new opportunities for government funding and manage or support proposals as needed

Development and Communications Collaboration (20%)

- As a member of the development team, contribute to the achievement of Conservation Northwest's strategic and annual operating plans and revenue targets
- Support internal communications to improve flow of information and content between conservation Program, Communications and Development teams
- Coordinate opportunities to share program and grant content with the Development and Communications teams.
- Support creation/editing of materials for external audiences, including collateral and campaigns; in particular, identify opportunities to recycle foundation proposals and reports for other audiences
- Collaborate with other members of the development team (including Major Gifts, Events, and Membership) as needed in support of fundraising efforts

Skills and Qualifications:

- 4-7 years of experience in grants or foundation/government relations, or comparable work, preferably at a nonprofit or foundation
- Undergraduate degree (or equivalent experience)
- Experience writing foundation grant proposals and reports, as well as reviewing budgets and financial reports
- Excellent organizational skills and attention to detail
- Strong analytical and prospect research skills
- Strong writing skills; collateral design/production experience a plus
- Knowledge of Salesforce or other CRMs preferred
- Ability to work both independently and as a member of a team
- Flexible, collaborative, process/detail oriented, problem-solving skills, strong written and interpersonal communication, project management skills
- Environment and nonprofit experience or interest

Compensation

Employment type: Full time, exempt. Regular business hours with occasional nights or weekends.

Compensation: \$62,000-\$70,000



Location: Seattle, WA office preferred, flexible/hybrid negotiable (must be in Washington)

Benefits: Includes medical/dental/vision insurance, Simple IRA, remote stipend, sick days, 12 paid holidays, and vacation starting at three weeks per year.

Please send a resume and one-pager cover letter to Meghan Madden, Director of Development and Operations, at meghan@conservationnw.org with the job title in the subject line. Open until filled.

Applicants granted interviews will be asked to provide references and a writing sample.