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## FOUNDATION MANAGER

### ABOUT THE POSITION

Are you a strong communicator who excels at building relationships, writing winning grant proposals, and successfully managing multiple fundraising priorities?

**The Grand Canyon Trust is currently hiring a Foundation Manager to work remotely from Arizona, Utah, Colorado, or New Mexico** to manage all aspects of foundation fundraising, which represents nearly 50 percent of the Grand Canyon Trust's annual income. The Foundation Manager works as an integral member of the Trust's development team to manage:

#### Grant Writing and Foundation Stewardship (80%)

- Craft proposals, reports, and project budgets in alignment with organizational budgets and by working with staff, finance director, and senior director of development
- Write, edit, and submit the letters of inquiry, grant proposals, and reports to foundations by working collaboratively with appropriate staff members.
- Manage the grants calendar and meet all grant proposals and reporting deadlines.
- Steward all foundation relationships through regular communication and meaningful, personalized opportunities for engagement.
- Research, develop, and steward a new slate of foundation supporters for the Trust's work.
- Balance a heavy volume of writing and editing assignments on a variety of topics with tight deadlines.

#### Writing/Proofreading (10%)

- Provide writing, editing, and proofreading support to all members of the development team in accordance with the Grand Canyon Trust Style Guide.

#### Administrative (10%)

- Ensure all proposals, associated communications, and reports are recorded in Salesforce.
- Become fluent in the work of the Trust's programs and campaigns.

### COMPENSATION, BENEFITS, AND DETAILS

- Flexible scheduling
- 12 paid holidays
- Two weeks paid vacation and two weeks paid sick leave
- 12-14 weeks of paid parental leave
- 100 percent employer-paid employee medical and dental insurance (50 percent employer-paid for qualified dependent premiums)
- 4 percent automatic employer-contribution to 401K retirement plan, plus up to 2 percent match.
- Employer-paid long-term disability insurance
- Professional development opportunities
- Paid community service time, sabbatical leave, and more

**LOCATION:** Work remotely from Arizona, Utah, Colorado, or New Mexico

**COMPENSATION:** Up to \$65,000 annual salary, commensurate with experience and qualifications

**COVID 19 PRECAUTIONS:** COVID vaccination is required for this position. If you are in need of a reasonable accommodation, contact [careers@grandcanyontrust.org](mailto:careers@grandcanyontrust.org)

## DESIRED QUALIFICATIONS

- Experience with grant writing and foundation fundraising work.
- Ability to synthesize complex material, translate it into compelling text, and communicate it clearly and succinctly.
- The ability to inform, influence, and/or persuade a variety of audiences using written and verbal communication skills.
- Ability to develop and produce successfully funded proposals, reports, and other development materials.
- Experience interpreting program budgets and financial reports, and utilizing spreadsheets.
- Ability to prioritize multiple tasks and perform effectively under the pressure of multiple deadlines.
- Demonstrated experience working with and communicating effectively with people from a variety of backgrounds from lived experience to professional experience The ability to thrive in a setting where teamwork, collaboration, and an iterative process is required.
- The ability to develop trusted working relationships with internal and external stakeholders.
- A commitment to justice, equity, diversity, and inclusion and the ability to integrate your commitment into your work.
- Familiarity with and knowledge of the lands and peoples of the Colorado Plateau.
- Knowledge and experience with foundations with an emphasis on environmental fundraising preferred.
- Proficient in Microsoft Office Suite and G Suite.
- Experience working in donor CRMs and communications platforms.
- Willingness to travel (approximately 5-10 percent of the time) primarily to northern Arizona.
- Note that “experience” includes lived experience, traditional knowledge, volunteer experience, school/coursework, work experience, and other related qualifications, skills, and experience.
- No candidate will meet every requirement. If you're excited about the position and think you may be a good candidate, we encourage you to apply.

## HOW DO I APPLY?

Please send your resume and cover letter to [careers@grandcanyontrust.org](mailto:careers@grandcanyontrust.org). The application deadline is Monday, March 28, 2022, at 5 p.m. MT.

## WHO WE ARE

Since 1985, the Grand Canyon Trust has been a leading voice in regional conservation on the Colorado Plateau. From protecting the Grand Canyon from continued threats to helping establish and protect national monuments in southern Utah, the Trust works tirelessly to protect the Colorado Plateau's remarkable landscapes, while respecting the rights of its Native peoples. We are a non-profit conservation organization dedicated to ensuring the region's public lands, native species, communities, and cultures thrive. We are a dynamic and passionate team that values communication and collaboration to achieve ambitious goals. Learn more at [www.grandcanyontrust.org](http://www.grandcanyontrust.org)

*The Grand Canyon Trust is an equal opportunity employer, and we are committed to justice, equity, diversity, and inclusion in every aspect of our organization. We work actively to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of identity including but not limited to: Race, ethnicity, gender, parental status, national origin, age, religion, disability, veterans' status, sexual orientation, gender identity, or gender expression. We actively seek diversity in our candidate pools. Applicants of all identities are encouraged to apply. If you are in need of a reasonable accommodation, contact: [careers@grandcanyontrust.org](mailto:careers@grandcanyontrust.org).*