



Title:	Grants Manager
Department:	Philanthropy
Reports To:	Director of Major Gifts
Classification:	Part-time/Annual, Salaried/Exempt
Pay Range:	\$42,400 to \$45,600 Annually (FTE \$53,000 - \$57,000)
Work Schedule:	Flexible: 4 days per week Monday through Friday
Benefit Package:	Full benefit package provided; health benefits 100% premium paid by IslandWood; (medical, dental, vision, life, LTD), HSA, Flex, 401k, 3 weeks paid vacation

Overview: IslandWood provides exceptional learning experiences to inspire lifelong environmental and community stewardship; our 255-acre campus is located on Bainbridge Island. The Grants Manager sustains and expands the IslandWood foundation grants program and realizes annual fundraising goals established for the position; responsible for a portfolio of foundations that provide grant and sponsorship support (ranging from \$2,500 - \$100,000).

Responsibilities:

- Identify, cultivate, solicit and steward foundation donors and prospects
- Manage donor portfolio
- Develop effective strategies for cultivation, solicitation, and stewardship
- Write proposals and reports
- Maintain and track donor records in the Salesforce database
- Conduct donor meetings and site visits
- Facilitate relationships between funders and members of the senior leadership team
- Develop proposal budgets and financial reports in partnership with the accounting department
- Coordinate donor recognition in partnership with philanthropy assistant
- Track and meet deadlines
- Monitor grant payments and expenditures
- Collaborate on fundraising strategies and for individual and corporate donors
- Engage other staff members and board members in fundraising efforts

Required Qualifications:

- Two to five years of experience in non-profit fundraising
- Proven track record in writing grant proposals, donor letters, or other similar materials
- Strong written and verbal communication skills
- Basic accounting skills and comfort with program and organizational budgets
- Determined and driven with ability to work effectively under the pressure of competing deadlines
- Strong attention to detail
- Collaborative style; relationship-oriented
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood

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Required Qualifications: (continued)

- Commitment to support IslandWood’s work towards equity, diversity and inclusion in the workplace
- Experience in engaging with diverse communities
- Must be able to comply with and maintain a drug-free work environment
- Must pass child safety screening procedure; post-offer

Application Requirements:

Please submit a cover letter, resume and two current references **OR** an [Application for Employment](#)

By email to: employment@islandwood.org and please state “Search for Grants Manager” in the email subject line.

By mail to: IslandWood, Search for Grants Manager, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Note: Application forms are available on our website at www.islandwood.org in English and Spanish.

Position Posted: 29 August 2019
Application Deadline: Open until filled
Start Date: October/November 2019; as soon as practical

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.