



TUCSON AUDUBON SOCIETY

TITLE: Grant Development Specialist
<https://tucsonaudubon.org/about-us/employment-opportunities/>
DEPARTMENT: Development
FLSA: Non-Exempt, Full Time
REPORTS TO: Development Director

SUMMARY: The Grant Development Specialist will be responsible for identifying grant opportunities that will fund Tucson Audubon Society's (TAS) programs and projects, and will oversee the grant application process from beginning to end.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research and identify grant opportunities for organizational funding
- Compile necessary information for the application process through collaboration with program staff, database research, and other fact-finding actions
- Assist program staff in developing, writing, and managing grant applications
- Write grant proposals in accordance with grantor standards and requirements
- Ensure grants are submitted on time and within application parameters
- Catalog all grant opportunities and track the progress of each, from initial research, to application, to acceptance or rejections
- Maintain awareness of fundable programs and projects for alignment with grant opportunities
- Maintain communication with funding agencies
- Generate reports and other required materials for funders

OTHER RESPONSIBILITIES:

- Manage own administrative and clerical tasks
- Participate in staff meetings, trainings, and other activities as directed
- Perform other duties as directed by supervisor

SUPERVISORY RESPONSIBILITY: This position does not supervise any other staff members.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for those with disabilities.
- This position operates from the Mason Center in Marana, and may require additional travel to other Audubon Society
- This is a largely sedentary role, however some filing is required and would require the ability to lift files, open filing cabinets, and bend or stand as

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- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear, stand or walk.

EDUCATION, EXPERIENCE, AND COMPETENCIES REQUIREMENTS:

Required

- Associate degree in a related field
- 2 years of relevant nonprofit grant writing or grants management experience
- Thorough understanding of local, state, federal, and private foundation funding sources and the ability to locate potential sources for funding
- Thorough understanding of effective grant writing techniques
- Knowledge of grant funding policies and procedures and applicable local, state, and federal regulations
- Excellent verbal and written communication skills
- Ability to translate complex program work into simplified and compelling narratives
- Proficiency in database entry, analysis, reporting, and some project management
- Proficiency in Google Workspace and Microsoft Office
- Outstanding analytical, creative, and strategic thinking skills
- Thorough attention to detail
- Ability to prioritize effectively when facing multiple responsibilities and tasks
- Ability to interact with stakeholders in manner that promotes affinity for the organization
- Ability to initiate and complete projects, be flexible, and work within a team environment

Preferred

- Proficiency in Neon CRM Database
- Strong interest in Environmental Conservation and preferably wild birds
- Ability to learn conservation tenets and build strong knowledge of local bird life

A combination of education and experience may be considered if it directly relates to the position and supports the ability to successfully perform the job.

Tucson Audubon is an Equal Opportunity Employer. Our programs and employment are open to all. We value diversity and do not permit any discrimination against applicants, employees, or volunteers on the basis of race, ethnicity, national origin, gender, age, religion, sexual orientation, marital status, veteran status, medical condition, disability, or any other status protected by applicable law or statute in any of our policies or programs.

At Tucson Audubon, our commitment to Inclusion, Diversity, Equity, and Access (IDEA) goes beyond being in full compliance with employment law; Tucson Audubon actively cultivates a culture that embraces differences, with the commitment that everyone is a valued member of our team and is treated with respect and dignity. We intentionally work to foster a culture of inclusion with openness, honesty, visibility, creativity, and trust as core values.

The starting pay is \$17.49/hr

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