



POSITION DESCRIPTION: Foundation and Grants Manager

The Dian Fossey Gorilla Fund International is dedicated to the conservation and protection of gorillas and their habitats in Africa. We are committed to promoting continued research on the gorillas and their threatened ecosystems and to providing education about their relevance to the world in which we live. In collaboration with government agencies and other international partners, we also provide assistance to local communities through education, health, training and development initiatives. We are based in Atlanta, Georgia, with field and program headquarters in Rwanda and the Democratic Republic of Congo.

Position Summary

This full-time position reports directly to the Chief Advancement Officer, and indirectly to the CEO, and is a vital member of the development team responsible for writing proposals to secure private and public funding from national, international, and government-related sources, managing those relationships, reporting on outcomes, and diligently researching new opportunities for funding. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on grant compliance and outcome measurement.

Responsibilities

- Develop a comprehensive strategy for conducting prospect research and soliciting foundations and granting agencies for the benefit of the Fossey Fund.
- Manage the identification, research, cultivation, solicitation, recognition, and stewardship of grant funders.
- Draft and edit letters of intent, grant proposals, online submissions, acknowledgements, reports, and necessary supporting documents for complex proposals to current and prospective funders.
- Work closely with the CEO, the CAO, and program staff to effectively communicate the mission and programs of the organization to funders.
- Manage existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations.
- Solicit, steward, monitor and manage grants and foundation revenue goals.
- Develop and maintain a grant calendar for all funding requests.
- Maintain up-to-date records and paper files (as needed) in Raiser's Edge as well as on the organization's shared drive.
- Prepare written and statistical reports for various audiences.

Qualifications

Bachelor's degree and a minimum of three years' work experience within a nonprofit setting, in the area of grants management, grant-writing, foundation relations, and fundraising.

Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience.

Superior written communications and editing skills; strong public speaking capacity; knowledge of the fund-raising process and the concepts of donor relations and communications.

Proven track record with successful proposals to private foundations, corporate foundations, and government entities.

Expected to utilize MS Office suite and other programs with high proficiency. Knowledge of Raiser's Edge if preferred.

Characteristics

High achievement-oriented as well as creative and motivated.

Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.

Must possess excellent organizational and detail management skills. Must be a good team player and have a strong customer service orientation.

Ability to work under pressure and respond to deadlines without sacrificing quality.

Ability to thrive in an entrepreneurial, team-oriented, and mission driven environment.

Demonstrated interest in the mission, vision and values of the Dian Fossey Gorilla Fund International.

Status: Full-time exempt

Benefits: Comprehensive package including health, vision, dental insurance, retirement match after one year employment, short and long-term disability, and more.

To apply: Please send a cover letter and resume to Anna Hutto, Chief Advancement Officer, ahutto@gorillafund.org, with "Grants Manager" in the subject line.