



Natural Resources
FOUNDATION
of Wisconsin

Position: Grant Writer – *Contract Position*

Reports to: Director of Philanthropy

Position status: This is a contracted position. The hourly pay is negotiable and will be no less than \$28 per hour. The contractor will work with the Director of Philanthropy to determine work hours. No more than 24 hours per week will be required. This position is a six-month position, with the possibility of extension. This is a contracted position as a 1099 vendor.

Location: 211 S. Paterson St., Madison, Wisconsin*

*This position has the option to work fully remotely.

About the Natural Resources Foundation of Wisconsin (NRF): The Natural Resources Foundation of Wisconsin (NRF) protects our Wisconsin's lands, waters, and wildlife by providing strategic funding, leading partnerships, and connecting all people to nature. NRF invests over \$1 million each year into conservation and environmental education and leads several diversity, equity, and inclusion efforts for Wisconsin's conservation community. NRF helps people explore the outdoors by annually coordinating 250+ expert-led Field Trips across Wisconsin and hosts the Great Wisconsin Birdathon, the state's largest fundraiser for bird conservation.

NRF is based in beautiful Madison, Wisconsin, the ancestral home of the Ho-Chunk Nation. The Fox (Meskwaki) and Sauk tribes also lived in the area. We strive to be a diverse, equitable, and inclusive conservation organization.

Diversity Statement: We believe diversity is a source of strength, creativity, and innovation at the Natural Resources Foundation of Wisconsin. We value the contributions of every person and respect the ways their identity, culture, background, experience, status, abilities, and opinions enrich our work and communities. We believe excellence is promoted through diversity and encourage all qualified individuals to apply.

Job Description: The Grant Writer is responsible for facilitating all aspects of the fundraising cycle for institutional donors, from identifying prospects to proposal development and submission, grant administration, funder stewardship, and reporting. The Grant Writer works closely with the Executive Director, Director of Conservation Programs, Director of Philanthropy, and other staff including the accounting team to secure and manage foundation grants, government grants, corporate sponsorships, and other institutional donor gifts to achieve NRF's fundraising goals. The Grant Writer is responsible for tracking and managing proposal and reporting deadlines, submitting proposals, and ensuring that grant deadlines are met.

Key Responsibilities:

Working with the Development Team, the Grant Writer will:

- Use discretion to identify and research prospective grant opportunities for alignment with NRF priorities and capabilities; work in coordination with Directors, Executive Director, and team to determine which prospects to pursue.

- Independently lead and support the development of new funding proposals collaborating with staff members and partners where applicable.
 - Coordinate with staff on scope of work.
 - Prepare project budgets with Directors and accounting staff.
 - Develop internal timelines for proposal completion.
 - Provide guidance and feedback to staff on proposal content.
 - Write, proof, and submit compelling proposals.
 - Complete and compile required grant documents.
- Maintain a calendar of grant prospects including grant criteria and submission deadlines. Submit grant applications within required time limits and ensure compliance with funders' requirements.
- Track reporting requirements for funded projects. Work with relevant staff members and the accounting team to gather pertinent information for grant reports. Write and submit interim and final grant reports.
- Work with applicable staff and the accounting team to ensure proper compliance of grants.
- Maintain all grant files and coordinate with applicable staff and the accounting team throughout the year on documentation needed for audit preparation.
- Maintain grantor contacts and files. Work with the Executive Director, Director of Conservation Programs, and Director of Philanthropy to establish and maintain funder relationships.
- Support the Development Team with other tasks as needed.

Minimum Qualifications & Abilities Required:

- Two years of relevant professional experience in preparing and securing grant proposals.
- Ability to meet deadlines and juggle multiple tasks, working as a member of a team.
- Ability to complete work with little supervision and embrace a range of duties as required.
- Ability and willingness to collaborate with diverse teams and constituents in a respectful, equitable, and inclusive fashion.

Preferred Qualifications:

- Experience in securing significant, multi-year grants, including those with collaborative partnerships.
- Managing a portfolio of 30+ grants within a year.

Pay & Benefits:

- Minimum \$28/hour. No more than 24 hours per week.
- No benefits are available with this contracted position.

How to Apply:

A complete application will include:

- Cover letter **which speaks to your experience and how it meets the minimum qualifications of this position.**
- Resume.
- Three professional references.

Please combine the requirements above into one PDF and email to NRFHR@wisconservation.org. Please reference Grant Writer in the subject line of your email. **Incomplete applications will not be considered.**

Application Deadline:

For best consideration apply by **February 19, 2024.**