



Schlitz Audubon
Nature Center

Grants Specialist

As an award-winning, education-based nature center and a leader in conservation practices, we seek a grant writer who will play a key role in achieving the three aspects of our mission: conservation, education, and visitor experience. Strategic and creative, our new grant writer will oversee all aspects of the grant acquisition function for the Center. With a strong eye on the mission of the Center, this person will write funding proposals and impact reports, conduct grant stewardship activity, manage the annual grant pipeline, scout new grant opportunities, and work closely with key departments. This work will directly benefit our diverse habitats, expand our education offerings to new populations, and support our raptor and animal ambassador program. Our grant writer will also help coordinate the annual Gala, our largest fundraiser of the year.

This is a part-time position (24 hours per week).

The successful candidate will have 2+ years of demonstrated experience in grant writing and fundraising for a non-profit; proficiency in computer programs, especially Microsoft Office and ResultsPlus donor database software; strong writing and editing skills with the ability to write clear, structured, articulate and persuasive proposals specific to grantors criteria; and knowledge of fundraising and research techniques and strategies. Bachelor's degree is required.

For consideration, please send your cover letter and resume to Carrie Becker, Director of Development, at cbecker@schlitzaudubon.org.