GRANTS SPECIALIST

OVERVIEW
Once a farm for the Schlitz Brewery draft horses, Schlitz Audubon Nature Center is Milwaukee’s comprehensive nature center. We offer six miles of trails that take visitors through 185 acres of forests, wetlands, restored prairies, ravines, bluffs, and Lake Michigan shoreline. Schlitz Audubon Nature Center’s mission is to conserve our land’s diverse habitats on Lake Michigan and provide meaningful experiences and environmental education for all. Located nine miles north of downtown Milwaukee on the shore of Lake Michigan, the Center offers six miles of trails that take visitors through 185 acres of forests, wetlands, prairies, ravines, bluffs, and shoreline.

Each year, Schlitz Audubon reaches over 161,000 community members and nearly 20,000 children participate in our nature science programs. Over 155 preschoolers are enrolled throughout the school year in our nationally recognized Nature Preschool. In addition, thousands of adults and families attend a variety of environmental education programs.

PURPOSE OF THE POSITION
As an award-winning, education-based nature center and a leader in conservation practices, the Grants Specialist will play a key role in achieving the three aspects of our mission: conservation, education, and visitor experience. Strategic and creative, the Grants Specialist 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. The Grants Specialist will also help coordinate the annual Gala, our largest fundraiser of the year.

ESSENTIAL FUNCTIONS
The statements below reflect the general details necessary to describe the principle functions of the position and should not be construed as a detailed description of all the work requirements related to the position.

Grants Program
- Create and submit all components of grant proposals for family foundations, corporate foundations, government entities, individual donors, and others. Impact areas include land conservation, raptors, preschool, school programs and outreach, capital projects, and more.
- Manage grant calendar to ensure timely submissions, including due dates for LOIs, proposals to funders, and reporting after the funding is received.
- Engage with Center staff to identify deliverables, goals, and success criteria of programs, events, and special projects, and maintain strong knowledge and status of all impact metrics.
- Research and build relationships with foundations, and ensure all grantors are appropriately recognized.
- Track financials and spending related to grants and collaborate across all departments to ensure grant requests and reports include accurate financial and other data.
- Work with the Center's marketing team to feature stories of donors and grant-funded programs in print and digital communications.
Development Support

- Develop and submit letters and proposals for corporate funding and sponsorships for special events.
- Ensure sponsors are appropriately recognized in marketing materials and during events, and aid in creating recognition and stewardship materials.
- Assist in planning and executing Center’s annual Gala and other special events, as needed.
- Work with volunteer coordinator to schedule and facilitate corporate group volunteer opportunities.
- Provide creative input, and assist in writing and editing annual campaign solicitations, as needed.

QUALIFICATIONS AND EXPERIENCE

The successful candidate possesses strong written and verbal communications skills, has demonstrated ability to work well within a team environment, and will feel comfortable managing multiple tasks simultaneously. Additional requirements include:

- Bachelor’s degree from an accredited college/university
- 2+ years of demonstrated experience in grant writing and fundraising for a non-profit
- Experience creating budgets, monitoring expenditures, and tracking and communicating with key staff regarding grant deliverables
- 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.
- Knowledge of fundraising and research techniques and strategies.
- Interest in furthering activities that support education, connecting people to nature, and land conservation.
- Ability to work occasional evenings and weekends, as Center needs require.
- High sense of discretion and the ability to maintain confidentiality of sensitive information
- Strong organizational skills and attention to detail
- Demonstrated problem-solving skills
- Ability to manage multiple priorities and anticipate needs
- Commitment to Schlitz Audubon’s mission

PHYSICAL DEMANDS

The physical demands described 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 to enable individuals with disabilities to perform the essential functions.

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HOURS

Non-exempt, part-time 25-30 hours/week, with occasional evenings and weekends.

TO APPLY

Send cover letter and resume to Carrie Becker at checker@schlitzaudubon.org with Grants Specialist in the email subject line.