



Grants Specialist

Position Description

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Riveredge is more than a nature center. Its legacy as a pioneer in the areas of land restoration, research, and inquiry-based education throughout Wisconsin serves as a strong foundation for future initiatives. Today, Riveredge is reimagining the role of the nature center by empowering and supporting communities to live in harmony with their natural environment in a way that encourages exploration, adventure, and fun.

Riveredge has a 53-year history as a leader in environmental education in the state of Wisconsin. The Center provides science-based, inquiry-oriented, outdoor experiences to over 45,000 learners of all ages each year. The mission of Riveredge Nature Center is to promote conservation through education that awakens curiosity, engages the body, and explores connections to nature for all generations. Through this, Riveredge envisions healthier human and natural communities.

Riveredge is working to become a leading destination in the Midwest for learning, discovering, and experiencing the interconnections between nature and society. This work is done through creating partnerships which transform the culture of our formal education systems, communities, and lifestyles. This is an exciting time in the history of Riveredge as we work to pioneer strategies to redefine the role of nature centers in today's society.

Position Purpose

The Grants Specialist serves as an essential part of the Riveredge Nature Center team of staff and volunteers. This position is responsible for supporting fundraising initiatives through the timely preparation of grant applications, drafting foundation proposals, prospect research for designated and operational funding through a variety of sources, and aiding with other organizational communication pieces as needed. The Grants Specialist reports to the Director of Development.

Riveredge seeks a dynamic individual with exceptional creative writing and organizational skills to fill this position.

Primary Duties

Grant Responsibilities

- Work closely with the Director of Development to support the team's success in organization-wide philanthropic initiatives and to ensure funding partners are appropriately recognized.
- Develop and submit grant applications (for designated projects/programs and general operating support) in a timely manner.
- Research and build relationships with prospective granting agencies (family and corporate foundations, businesses, and government).
- Maintain accurate and timely records of all grant applications utilizing consistent organizational tracking tools and Blackbaud Altru database.
- Work with program staff to assist with grant applications for designated projects.
- Author proposals in the areas of education, conservation, land restoration, organizational development, and general operating support.
- Prepare monthly reports documenting metrics related to grant activity.

- Oversee and ensure completion of all grant requirements in partnership with program staff (publicity, reporting, letters of acceptance, board communications, etc.).

General Responsibilities

- As part of the Development Team, attend and provide assistance at our annual events: Riveredge Bike Ride, Farm-to-Table Gala, Frothy Forage, Sturgeon Fest, Yule Log Dinners, Maple Syrup Suppers, Pancake Breakfast, etc.
- Attend networking events and sponsor meetings/visits as appropriate.
- Participate in programs, events, and staff meetings of the Education and Research/Conservation teams as necessary to fully understand the programs and initiatives at Riveredge.
- Assist in staffing the Visitor Center approximately one weekend day per quarter (in addition to other weekend special events/programs).
- Work with all members of the administration team and undertake additional assignments as necessary.
- Maintain a high level of discretion regarding confidential and sensitive information.

Position Expectations

In addition to the primary duties, the Grants Specialist is expected to meet the following expectations set forth to all staff members of Riveredge Nature Center:

- Meaningfully contribute to the Riveredge staff team. This includes helping with projects, programs, and events that may fall outside of the primary duties or departments of this position description.
- Foster an inclusive and supportive environment through personal actions such as supporting and helping other staff members and volunteers.
- Regular and consistent growth in revenue and participation metrics on an annual basis.
- Identify opportunities and contribute to efforts to realize additional earned and contributed revenue outside the nature center program area such as, but not limited to, specialty programs, membership recruitment, in-kind donations, grants and gifts.
- Provide high quality customer service experiences to all guests and volunteers.
- Develop personal benchmarks and measures of success related to yearly Riveredge Nature Center approved goals and strategic priorities.
- Regularly participate in staff meetings and internal professional development training.
- Seek out professional development opportunities outside of Riveredge Nature Center to further expand and improve your skills, talents, thoughts and ideas.
- Strive for excellence and innovation.
- Meaningfully contribute to applying significant examples of regional impact on the environment and education.

Benefits & Working Conditions

This is a full-time, salaried position and provides the following benefits. Specific quantity of benefits will be presented in the offer letter.

- Short and long term disability paid 100% by Riveredge
- Limited matching retirement contributions
- Paid holidays
- A generous Paid Time Off (PTO) allotment
- Optional participation in health insurance and dental insurance programs

Additional working conditions include:

- Work evenings and weekends on occasion.
- Assume occasional travel within the state.
- Occasional hours may be spent telecommuting from home.

Physical Requirements:

- Sit and type for long periods of time indoors among an open concept office setting.

Riveredge Nature Center is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

This position reports directly to the Director of Development.

Preferred Qualifications

- Bachelor's degree in English, communications, journalism, non-profit management, or related field, or equivalent experience.
- Excellent creative and persuasive writing skills paired with a passion for writing.
- A minimum of 2 years experience as a grant writer, in a nonprofit organization, and/or in a communication position.
- Strong organizational skills and a natural ability to manage projects and deadlines.
- Proven success in fundraising/grant writing/securing sponsorships.
- Experience working with donors and volunteers.
- Self-starter and a well-developed ability to set and meet goals and outcomes.
- Ability to easily communicate evaluation outcomes and program impacts.
- Enthusiastic, positive, motivated, and likes to have fun on the job.
- Ability to work as a member of a team by sharing decision making while personally assuming responsibility and maintaining accountability.
- Personal passion for conservation, environmental education, connections to environmental issues, and community wellbeing.
- Excellent computer skills, comfort using email and internet. Proficiency in using Microsoft Office and Google Suite (Gmail, Google Calendar, Google Docs, Google Sheets)
- Experience in other platforms is desired, such as Adobe Suite (In Design, Photoshop), Wordpress, social media platforms, and Altru.

Deadline: Monday, January 17, 2022. Applications will be reviewed as they are received.

Please send resume, cover letter, and contact information for three references (**as one PDF**) to jobs@riveredge.us . For questions, please contact the Executive Director at 262-375-2715.

To Learn More

To learn more about Riveredge's mission, vision, core values, and recent mission impacts, please visit:

- <https://www.riveredgenaturecenter.org/mission-vision-values/>
- <https://www.riveredgenaturecenter.org/financials/>
- Growing Wild: 50 Years of Riveredge - <https://www.youtube.com/watch?v=-9YVOGgjhDY>