

# Director of Grant and Foundation Development - Remote/Negotiable

Regular Full-Time Professional

1 Attachments

8 days ago Requisition ID: 2557

Apply

Salary Range: \$85,000.00 To \$90,000.00 Annually

**PHEASANTS FOREV**

**ER & QUAIL FOREVER**

*The*

*Habitat Organization*

*JOB VACANCY*

*ANNOUNCEMENT*

**Director of**

**Grant and Foundation**

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**Location:** Negotiable

**Application Closing Date:** October 18, 2024

**Anticipated Start Date:** December 1, 2024

**POSITION SUMMARY:**

The Pheasants Forever and Quail Forever (PF and QF) Director of Grant and Foundation Development is responsible for growing both new and existing private and public funding sources to deliver our organization's mission and to help scale our impact. This position will provide leadership and support to identify, qualify, cultivate, and steward funders with a shared vision and mission. A primary focus of this fundraising position will be to accelerate grant applications/proposals and awards through relationship building, a strategic approach, and well-articulated cases for support. Internal collaboration across conservation delivery, development, corporate and accounting segments will be required.

The Director will further the development of our organizational approach to grant and foundation partners, including the development of guidance, training, quality control, support, innovation, and best practices. The Director represents PF and QF with funders and builds relationships in collaboration with the PF and QF team. The Director will streamline and build out internal protocols and processes to grow our brand and mission delivery with funding partners. The Director is a member of the Development Team and reports to the VP of Grant Development.

**RESPONSIBILITIES and EXPECTATIONS:**

- Champion and further develop an organizational approach to grantors and foundations
- Increase the number and diversity of funders supporting PF and QF.
- Increase the quantity of funds awarded to the organization
- Build an internal proposal development process with clear expectations and accountability
- Collaborate with grant administration and accounting for proposal evaluation, integration with relationship management platforms, budgeting, workflow, and delivery.
- Collaborate with development and mission delivery teams to identify, qualify & pursue funders.
- Develop tailored solicitations for grantor/foundation portfolios, including personalized proposals and presentations. This will include collaboration and coordination with program staff and leadership, writing, editing, developing pitch decks, meeting with grantors, following up, and accurately documenting grantor intent.
- Respond to grant and funder inquiries and represent PF and QF in that capacity.
- Review, evaluate, and update PF and QF policies and develop/lead training modules for employee team members engaged in grant and funder development.
- Ensure program compliance with internal policies and external requirements.
- Exercise proper financial management - meeting budgets, controlling costs, and recovering costs
- Possess a proven self-starter track record and the ability to set and meet deadlines.
- Conduct site and funder visits as needed to understand programs outcomes and potential and establish stewardship protocols to ensure continuity of giving
- Assume other duties and responsibilities as assigned. Travel required.

**MINIMUM QUALIFICATIONS:**

- A passion for Pheasants Forever and Quail Forever's mission, as well as knowledge and appreciation of conservation, hunting, and the outdoors.
- Proven track record of program, funder, and proposal development and advanced cross-functional leadership skills.
- BA/BS, law or business or natural resource degree and 5 years' experience in grant and funder development or equivalent combination of education and experience.
- Experience with program development, relationship management, writing, grant writing, funder relations, and conservation.
- Experience negotiating complex agreements and funding proposals.
- Experience using applications such as Microsoft Word, Excel, and Web Browsers.
- Project management experience, specifically in coordinating projects with many stakeholders.
- Experience and political savvy in partnership development, funding relationships (e.g. community, government, non-profits, business, donors) and proposal development.
- Knowledge of ecological land management principles and current trends and practices in habitat conservation is helpful.
- 5 or more years of related work experience in conservation, planning, program/proposal development, grant writing or other related experience. Government grant experience.
- Experience influencing, developing, and implementing conservation funding.

**Compensation:** \$85,000 - \$90,000 salary per year + Benefits and 401k match (see attached benefit summary)

**To Apply:** Please combine your cover letter, resume and three references into a single Word document or PDF file before clicking on the blue APPLY button at the bottom or upper right corner and uploading to the “Resume” section of your application. For a complete list of current job openings, visit our Recruitment website at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs) .

**For more information:** Contact Matt Holland, Vice President of Grant Development, at 320-894-5391.

*Pheasants Forever, Inc is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.*