



Grants and Donor Stewardship Officer

Region: National

Location: Remote or home office within primary RGS & AWS geographic footprint – Great Lakes, Northeast, Mid-Atlantic, Appalachians.

Posting Open Date: November 20, 2021

Posting Close Date: December 20, 2021 (or until filled by an exceptional candidate)

RUFFED GROUSE SOCIETY & AMERICAN WOODCOCK SOCIETY

At RGS & AWS, we believe forests are essential, not just for wildlife, but for all life. Our work is founded on the tenets of sound science and the belief that sustainable forest management is integral to wildlife conservation.

The Grants and Stewardship Officer will help build bridges between conservation delivery and philanthropic giving. They will help translate our work through compelling stories and will join a cadre of professionals striving to grow our forest wildlife conservation impact.

Passionate, curious, and motivated by working amidst a spirited team describe the traits we are seeking.

Qualifications:

- More than 5 years experience in philanthropic leadership, especially nonprofit development and/or academic advancement programs.
- A degree or equivalent work experience in communications, strategic philanthropy, public administration, social or environmental sciences.
- Experience with all aspects of grant management and working with state, federal, and foundation partners.
- A sixth sense for discovering compelling stories and charismatic role models.
- Experience building and managing grant tracking and CRM programs.
- Exceptionally well organized and diligent.
- Ability to work as part of a geographically dispersed team and establish a home or remote office.



Position Summary:

The Grants and Stewardship Officer will develop a holistic engagement environment among our staff and directors, conservation delivery professionals, foundation leaders, and individual philanthropists. Specifically, the coordinator will:

- Build a robust, easy to use grant tracking system that prompts users with key information and upcoming deadlines (i.e., application, reporting dates).
- Translate grant reports into stories that bring the work to life and provide these to funders regularly.
- Research foundations that fund like work and identify possible relationships within the RGS & AWS network.
- Guide an enthusiastic team in best practices of building and maintaining donor relationships.
- Coordinate recognition and naming procedures associated with major gifts.
- Work in partnership with the Marketing & Communications team and key staff in content and story development and public recognition of donors.
- Develop a system to increase the number of value contacts a donor receives and ensure they are recorded.
- Support a team effort to develop stewardship plans for donors at various recognition levels.
- Identify best practices at other organizations for stewardship planning and operation.
- Help the CEO and Board of Directors create working groups for development and donor stewardship.

Compensation:

Competitive compensation; health insurance including medical, dental, and vision; retirement options including employer contribution; a vehicle (or vehicle stipend) for business travel; a purchasing card for business and travel expenses; personal computer and printer; a cell phone; office supplies and support as needed to excel in their roles.

Salary commensurate with experience, minimum starting \$70,000.

To apply:

Please email cover letter and resume combined in a single .pdf file by **December 20, 2021** to Careers@ruffedgrousesociety.org using “**Grant Officer**” as the email subject line.