



ADVENTURE SCIENTISTS

EXPLORE. COLLECT. PROTECT.

Job Description - Grant and Development Manager (Remote) **May 2022**

Adventure Scientists equips partners with planning and management of large-scale field data collection projects around the world. Our network of trained volunteers, who come from the outdoor community, enables scientists to ask broader questions and creates compelling storytelling opportunities. Through participation in our projects, thousands of volunteers gain lasting experience in the STEM fields.

Our Commitment to Equity, Inclusion, and Justice (EIJ)

Adventure Scientists strives to create an environment where everyone can feel included, valued, and safe engaging with our work, regardless of their race, ethnicity, sexual orientation, gender identity, ability, age, past or current military service, marital status, parental status, religion, level of formal education, socio-economic status, immigration status, or other identity.

How You Will Contribute to Adventure Scientists

The Grant and Development Manager is an integral part of the development team and reports to the Head of Development. The Grant and Development Manager is responsible for grant writing, research, digital and written communications, development operations, systems, and data management. The ideal candidate must be highly organized, detailed oriented, and exceptional in written and oral communication.

If you're an experienced grant writer with a passion for science, conservation, and outdoor adventure, and the desire to secure funding in support of our critical mission, we'd love to talk with you.

Specific Responsibilities

- Research potential donor partners and grant opportunities to fill our pipeline for general and project-specific funding leads
- Manage grants calendar to track application and reporting deadlines
- Write grant proposals, reports, and LOIs, soliciting feedback and support from appropriate team members
- Draft donor-facing materials, including project updates, insider updates, and personalized communications, and steward their distribution
- Co-design and manage the year-end fundraising campaign, including timeline, strategy, and content (year-end letter, newsletters, emails, social posts, event invitations, etc.)
- Improve and maintain robust moves management systems in Salesforce NPSP, using it to prompt, coordinate, and track donor communications and deadlines
- Maintain partner, contact, and opportunity records in Salesforce NPSP
- Build reports and dashboards in Salesforce NPSP to inform and monitor fundraising activity across the organization and run reports as needed
- Support the development team in planning and implementing events
- Partner with the communications team in creating content that inspires donors (newsletters, social media, etc.)
- Partner with operations in ensuring our fundraising registrations are up to date

- Process donations (checks, online, stocks, in-kind, etc.)
- Coordinate donor thank yous (and tax receipts where needed)
- Communicate regularly with our CPA and operations team to ensure proper revenue records and reporting
- Pursue learning opportunities and bring best practices back to the development team

Required Qualifications

- Demonstrated ability to take primary responsibility for a diverse portfolio of projects and complete them by a deadline
- Demonstrated record of success in generating significant commitments from foundation donors
- Demonstrated experience and proficiency in Salesforce NPSP
- Demonstrated experience understanding and tracking moves management using a donor database
- Minimum of five years of experience working in a fundraising team
- Thorough understanding of best practices in fundraising
- Bachelor's degree in a relevant field

Preferred Qualifications and Qualities

- Strong written communication skills, demonstrated by experience and success in grant writing
- Interest in science, conservation, and/or outdoor recreation
- Knowledge of Salesforce, Google Suite, Wealth Engine, Foundation Directory Online, Quickbooks, and task management software
- Excellent attention to detail and ability to work efficiently
- Skilled at self-managing work priorities and staying organized
- Ability to work well independently and as part of a team
- Sense of humor!

Work Schedule and Compensation

This is a full-time position and can be remote or based at Adventure Scientists' headquarters in Bozeman, MT. This position may require travel and occasional work on weekends or at night should also be expected.

Salary for this role ranges from \$55,000 - \$65,000, based on experience. We offer a generous and flexible benefits package, including healthcare, retirement plan with employer matching, personal and professional development fund opportunities, generous paid time off, paid parental leave, student loan relief, and paid powder days. Additional perks include part-time work-from-home opportunities, sabbaticals for long-tenured employees, and access to pro deals.

To Apply

Applications will be reviewed on a rolling basis. Please apply by submitting a cover letter and resume, along with one writing sample [here](#).

We are committed to providing an equal employment opportunity for all applicants. If you need reasonable accommodations at any point in the application or interview process, please let us know.