

Staff Position Description

Title: Grants Assistant

Starting Salary Range: \$20.62-\$21.24 /hour

Location: Hybrid Remote in Beckley WV **OR** full remote within the Eastern Region

Status: Full-Time, Non-/Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

Reports to: Corps Director, Stewards East

Important Requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Stewards Individual Placements (SIP), a program of Conservation Legacy, places individual placements across the nation in projects that build capacity, improve access to natural resources, develop and support innovative solutions, develop opportunities for service and economic development, and empower leaders.

Position Summary:

The Grants Assistant is responsible for the identification, engagement, development, and retention of perspective project partners and funding opportunities. This position works in concert with Stewards Management to identify and lead all AmeriCorps VISTA project sites development. Additionally, this position will research grant funding opportunities for current and potential project sites to make participation in the AmeriCorps VISTA program more affordable for emerging up nonprofits. The position will seek additional federal and foundation grants to support the work of specific Stewards' Initiatives. This position will assist in the tracking, writing and reporting of grants on behalf of Stewards programming. This position will attend site development and member recruitment events.

Outcomes & Functions of Position: Success in this position will result in consistent VISTA project sites developed and ready for recruitment and placement; funding secured for implementation of projects for the Stewards program.

Category I – Partner and Site Development-VISTA Program

- Research known and unknown non-profit/agency partnerships within current industries and sectors with consideration of organizational mission and goals
- Perform cold calls, produce email campaigns, and utilize referrals to gauge interest and fit for future AmeriCorps VISTA project placements
- Facilitate development webinars/calls with potential sites to communicate programming goals, application process details, and AmeriCorps VISTA information
- Assist in the development of new initiatives—providing feedback to Stewards Management; participate in meetings and leadership calls as needed
- Initiate renewal process and support current projects through site application renewal on an annual basis
- Review, provide feedback, and submit application materials to CNCS Program Officer and/or initiative partners on behalf of project sites
- Collect and file all site application materials; maintain and perform periodic audits

- Create, collect, and file Memorandums of Understanding from VISTA placement sites
- Identify ways to improve application materials and application process, looking for more effective and efficient implementation in line with program partner expectations and requirements
- Identify, engage, and track potential funding and or collaboration partners
- Identify possible areas for all Stewards initiatives.

Category II – Grants Support

- Research known and unknown grant funding opportunities to support Individual Placement projects
- Assist local and regional leadership in grant and report writing activities as it relates to new and current grant materials
- Collaborate with Program Coordinators to understand site and member needs; identify future opportunities
- Create and disseminate member and supervisor RFP weekly email
- Identify sites most eligible for supplemental funding and resources

Category III – Information and Systems

- Ensure CRM tracking platform is accurate and up to date for program wide use
- Catalog contact and organizational information for future engagement utilizing internal systems
- Generate various reports to assist program staff in tracking and updating site and member recruitment efforts, communicate progress to Program Director and assist in report data collection

Other Duties

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential harassment or grievances within the organization as identified in the Personnel Policy Manual.

Organizational Advocacy

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Other “Hats” You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may

also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- *Education: Bachelors Degree in Business Administration preferred; Grant writing certification ideal or Five years of related experience.*

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Name at april@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes "Applicant_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.