



Deschutes Land Trust Job Posting

The Deschutes Land Trust is seeking a Grant Specialist to join its dedicated team!

Who We Are:

The Deschutes Land Trust conserves and cares for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come. Since 1995, the Land Trust has protected more than 18,742 acres throughout Central Oregon for future generations. We embrace diversity, equity, and inclusion, and are committed to building a conservation community with diverse backgrounds, cultures, and life experiences. For more information about us, visit deschuteslandtrust.org

What You'll Do:

The Grant Specialist will assist in developing the grant program at Deschutes Land Trust. This position will research, write, and oversee grant life-cycles to support the mission of the Land Trust. The Grant Specialist will work with staff to build capacity of existing and future funding through effective grant management and strategy. The Grant Specialist reports to the Development Director, but works collaboratively with all Land Trust Staff and Board Members to build support for the Land Trust.

Essential Functions:

Grant Development and Writing

- Identify, research, and pursue grant opportunities from government agencies, foundations, and other funding sources that align with the mission and programs of Deschutes Land Trust.
- Develop compelling grant proposals, including budgets and supporting documents, ensuring alignment with funder requirements and organizational goals. This role will collaborate with various departments to ensure accurate and compelling proposals are submitted to potential funders to support the organization's projects and strategic initiatives.

Grant Management

- Co-lead with Development Director to create multi-year grant strategies designed to meet project funding needs and align with additional fundraising efforts.
- Oversee the entire grant lifecycle, from submission to reporting. Utilize Salesforces' Grant Management to coordinate with Land Trust staff to ensure grant deliverables are met, and funding is utilized effectively and efficiently.
- Prepare timely and accurate grant reports for funders, maintaining compliance with grant agreements and regulations.

- Cultivate and maintain positive relationships with current and prospective funders. Represent Deschutes Land Trust at meetings, conferences, and networking events related to grant funding and conservation.
- Maintain comprehensive records of grant activities, including tracking deadlines, submissions, awards, and reports. Utilize Salesforce to manage grant information effectively.

What you Need:

- **Conservation Commitment:** Passion and commitment to the mission, vision, and values of the Deschutes Land Trust.
- **Bachelor’s Degree (or similar experience):** in a relevant field (such as environmental studies, nonprofit management, or communications).
- **Proven Grant Writing Experience:** Experience (3+ years) in grant writing and management within the nonprofit sector, preferably in environmental conservation or land trust organizations.
- **Relationship Building Skills:** Excellent interpersonal skills and ability to build trusting relationships within the Land Trust staff and potential funders.
- **Communication Skills:** Proven ability to communicate effectively, tactfully, and diplomatically in writing and in person with a diverse community of supporters including state and federal funders, foundations, and corporations.
- **Organization Skills:** Excellent organizational skills including attention to detail, and ability to create efficiencies and build systems. Ability to set priorities and meet deadlines to complete projects efficiently, effectively while managing multiple priorities.
- **Technology Skills:** Strong computer skills, including proficiency with current office computer applications specifically Google Suite, Salesforce, and many grantor interfaces.
- **Diversity, Equity, and Inclusion Experience:** Cultural competency skills and demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds. Experience with and commitment to applying diversity, equity and inclusion principles and practices within an organization to programs.

Also helpful, but not required:

- Experience with Oregon’s conservation landscape
- Knowledge of fundraising strategies beyond grants, such as major gifts or corporate sponsorships.

How to apply

This position will remain open until filled. Application will be reviewed starting on October 18, 2024. Your application should include the following:

- Cover letter describing your qualifications for and interest in the position.
- Resume
- References (We will contact your references only after you have given us permission.)

Please send your application as an attachment to: info@deschuteslandtrust.org with the words “Grant Specialist” in the subject line.

Please contact Pat Cohen, at the email above if you need an accommodation. All inquiries will be handled confidentially. We will acknowledge receipt of your application via return email and contact you as we proceed further into the recruitment and selection process.

People of color and others from historically underrepresented communities are strongly encouraged to apply. For a complete job description and more information about us, visit www.deschuteslandtrust.org/careers. We appreciate your interest in the Deschutes Land Trust!

Compensation: \$55,000-\$68,000 depending on experience, plus generous benefits.

What's Important to Us:

Our Mission: We conserve and care for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come.

Our Values: Integrity, Diversity, Quality, Collaboration, Adaptability.

Our Vision: We envision a future of strong and healthy natural and human communities—where we work together to conserve and care for the lands that make Central Oregon an incredible place to live, work, and grow.

- With the population of Central Oregon continuing to grow and our climate rapidly warming, we protect the rivers, forests, canyons, meadows, and agricultural lands that Central Oregon will need to thrive for generations to come.
- We conserve lands that are strong and adaptable to the changing climate and that sustain functioning natural systems, abundant native plants and animals, clean air and water, and healthy local communities.
- All people have an opportunity to meaningfully connect with this place, so that together we can build an interconnected community of people committed to protecting and caring for the lands we all love.

What we offer:

The Deschutes Land Trust offers competitive salary and benefits to full-time staff. This includes health insurance, a 403B retirement plan with matched contributions, volunteer time off, 20 paid days off annually to start, and 13 paid holidays annually. The Land Trust offers a flexible work location where employees may work in the office or remotely depending on the requirements of the position.

The Deschutes Land Trust is an equal opportunity employer, and does not discriminate based on race, color, age, sex, sexual orientation, sexual identity or expression, religion, ability, or national origin. **More Information:** www.deschuteslandtrust.org