



Position Announcement: Grant Manager

Posted: July 9, 2010

Clean Wisconsin seeks a full-time (100%) Grant Manager. Clean Wisconsin is Wisconsin's largest and oldest statewide environmental advocacy organization. We have a successful 40 year history of advocating for clean water, clean air, and clean energy. The Grant Manager supports our environmental programming and is part of a 3-person development department, which raises approximately \$2 million annually from foundation, individual, corporate and government sources to support our clean air, water and energy program work.

Position Start Date: Flexible start date, but target is August 2010, possibly earlier.

Salary and Benefits: Depends on experience. Benefits include: generous vacation & holiday pay; health and dental insurance, employer contribution to 403(b) (retirement) plan.

Details of Position:

- Work with Director of Development, Executive Director and senior program staff to set and achieve fundraising goals.
- Maximize revenue from foundations, corporate and government sources.
- Write grant proposals, reports, letters of inquiry, and acknowledgment letters.
- Create and manage grant budgets.
- Monitor compliance with grant deliverables.
- Convene post grant acceptance meetings with appropriate staff to finalize implementation and reporting schedules and responsibilities.
- Actively research and pursue new funding prospects.
- Maintain contact with funders to communicate progress of programs, arrange site visits, and explore funding opportunities.
- Collaborate with other staff members to develop proposals for organization-wide and program-specific requests.
- Participate in and support fundraising events throughout the course of the year.

Qualifications and Desirable Skills:

- 2-3 years non-profit grant-writing experience; natural resources background a plus.
- Excellent research, writing, proof reading, editing, planning, conceptual and strategic thinking skills.
- Ability to communicate in a compelling and succinct manner.
- Solid understanding of financial reporting and budgeting.
- Ability to communicate and work with diverse constituents, including funders, Board members, and community group leaders.
- Ability to manage multiple projects and meet deadlines.
- Well organized, self-starter, and team oriented.
- Familiar with grassroots organizing, lobbying, and media relations.

Application process: Please submit a cover letter, a resume detailing education, work experience and skills, three professional references with contact information (phone and e-mail) and a sample of professional writing.

Submit complete application materials to: Becky Bains, Clean Wisconsin, 122 State Street STE 200, Madison, WI 53703 or bbains@cleanwisconsin.org by July 27, 2010.