

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

1403 W. Hines Hill Rd., Peninsula, Ohio 44264

330-657-2909 www.conservancyforcvnp.org

Position Announcement **Development Manager, Grants and Research**

Date: February 22, 2018

The Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. For more information on the Conservancy, go to www.conservancyforcvnp.org.

Position Description, Essential Duties (other duties as assigned):

The Conservancy seeks a Development Manager whose primary function is to research, prepare, submit, manage and report grants for this \$5+ million organization. The Development Manager will collaborate with colleagues and serve the organization's program areas to create first-rate fundable proposals and timely, accurate reporting. Additionally, he/she will assist the development team in researching prospective donors and assisting with donor communications. This position is located at 1403 West Hines Hill Rd, Peninsula, OH and reports to the Chief Development Officer.

Essential duties include:

- Produce foundation, corporate, and governmental grants according to the needs of the organization
- Monitors and identifies opportunities for new grant funding sources
- Works with program directors to identify funding needs
- Tracks and reports all activities in the donor data base and documents all grant materials, proposals and reports in shared space
- Maintains an accurate calendar of grant application and reporting deadlines
- Secures grant information from key Conservancy and National Park Service staff to produce highly competitive grant proposals
- Exercises quality control and assure that each grant submitted meets the highest standards of the organization's leadership and the grant-writing profession
- Researches prospective and current donors; identifies high quality donor prospects
- Assists with conceptualization and preparation of communications with donors and prospective donors

Minimum Qualifications:

- B.A. or higher in non-profit management, business, marketing, communications or relevant area of academic study
- Exceptional grant writing and editing skills with a portfolio demonstrating writing and production ability
- Excellent oral communications skills
- Project management expertise with evidence of attention to detail and organizational skills
- Proficient analytical skills and research experience
- Proven capacity to multi-task in a fast-paced or stressful environment, with demonstrated personal traits of maturity and grace under pressure
- Ability to be both a team player and a team leader that works effectively with other professionals
- Capacity to adapt to changing priorities and balance competing assignments

Pay / Hours / Term: Full time, non-exempt. Excellent benefits package offered. Salary range low to mid 40's.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading: Development Manager, Grants and Research

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.