



## AUDUBON CANYON RANCH

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### **Grant and Publication Administrator**

#### **Description of Position**

The Grant and Publication Administrator works closely with the Director of Development and Communications as the lead writer for Audubon Canyon Ranch. In this capacity, the primary responsibilities for this position are to research/coordinate/write grants that match the goals and objectives of the organization and to create and upgrade agency written materials.

#### **Status**

This is a regular, non-exempt position.

#### **Supervision**

The Grant and Publication Administrator works independently under the general direction of the Director of Development and Communications. Works in partnership with the Membership and Database Administrator and the Administrative team to ensure smooth office operations.

#### **Working Conditions and Physical Requirements**

Some evening and weekend work is required. Ability to work at a computer station for several consecutive hours, using repetitive finger movements.

#### **Minimum Qualifications**

- At least 5 years of experience in writing and substantive editing of materials in a professional setting that is deadline driven. 3 of those 5 years should be in a position that required strong writing and communication skills.
- Experience developing proposals, grant applications and progress reports, creating publications, and technical writing.
- Degree in English, sciences, communications, journalism, or other related field.
- Outstanding skills in persuasive writing and the ability to present technical ideas in a concise way that is relatively free of jargon.
- Proficient in Raisers Edge, Excel, Adobe Photoshop and Microsoft Word.
- Strategic thinker who can work with designers to convey strategies and themes visually.
- A love of writing and crafting clear language, with careful attention to detail.
- Good verbal communication skills.
- Ability to interview highly technical people, and use information to craft easily understood language.

- Ability to take in and process reviewers' comments and other feedback.
- Ability to quickly research and identify factual information.
- Commitment to the environment, a love of nature, and an interest in learning more about the natural environs and ACR's involvement in local communities a must.

### **Essential Knowledge, Skills & Abilities**

- Interact with donors, funders, visitors, volunteers and staff in an effective and friendly manner.
- Exercise sound and independent judgment and show appropriate levels of problem-solving.
- Work with a minimum of supervision.
- Ability to meet deadlines, work both collaboratively and independently, be both flexible and highly organized.
- Experience working with co-workers, board members, donors, volunteers and program staff on collaborative activities.
- Self-motivated and capable of taking the initiative.
- Flexibility, tact, and ability to work with diverse kinds of team members under tight deadlines.
- Ability to perform well under pressure.

### **Specific Responsibilities**

- Responsible for identifying new funding sources, proactively managing the cultivation and stewardship of institutional funders.
- Developing and submitting written proposals.
- Tracking reporting deadlines and managing the submission of proposals and reports in a timely manner.
- Monitor key sources of grant funding opportunities including print and online publications and databases.
- Develop collaborative relationships with external sources.
- Conduct research on Foundation priorities.
- Develop and manage a portfolio of Foundation donors and prospects.
- Coordinate with Director of Development and Communications, to develop case for giving and prepare solicitation materials in support of charitable giving to Audubon Canyon Ranch.
- Meet regularly with Program staff to understand ACR's program priorities, seek projects and provide input on work.
- Track and maintain a grants calendar which summarizes funding opportunities, grant submission dates, historical funding data, and other funder requirements.
- Maintain a stewardship program for Foundation and Corporate donors, and prepare stewardship reports as necessary.
- Manage a variety of projects from start to finish, serve as a final editor of ACR grant proposals.
- Work with the team to develop donor proposals.
- Craft written marketing materials, brochures, annual reports etc. for ACR.
- Create a portfolio of offerings the DDC and ED can utilize upon returning from donor calls; write press releases as needed.
- Draft Partner in Education and CSHP correspondence between donors and researcher.
- Generate newsletter stories for publications.

- In coordination with graphics consultant and Membership and Database Administrator, plan layout, manage production, and oversee distribution of ACR newsletter, the Bulletin.
- Manage production of ACR e-newsletter and e-updates.
- Create dynamic materials for website.
- Write Annual Fund letters and update acknowledgment letters regularly.
- Write fact sheets, strategy papers, and other communication materials.
- Perform other job-related duties as assigned.

### **About Audubon Canyon Ranch**

Audubon Canyon Ranch (ACR) is a system of wildlife sanctuaries in Northern California with a three-part mission:

Preservation: Audubon Canyon Ranch preserves, protects and manages its properties as sanctuaries for native plants and animals,

Education: Audubon Canyon Ranch educates children and adults about the natural environment and the need to protect it, through the use and enjoyment of ACR sanctuaries,

Research: Audubon Canyon Ranch supports research and conservation efforts that enhance the preservation and management of the natural resources of our sanctuaries.

To find out more about ACR's people, preserves, and programs, please visit our website at [www.egret.org](http://www.egret.org).

### **Compensation**

Salary to 55K DOE. This full-time position is eligible for excellent medical and dental benefits; as well as participation in a 403(b) retirement plan. Audubon Canyon Ranch is an Equal Opportunity Employer committed to diversity.

**Mail or email resume, writing samples (grant and publication) and cover letter to  
Audubon Canyon Ranch by May 1st  
4900 Shoreline Highway One, Stinson Beach, CA 94970  
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