**MISSION**
Conserving Birds of Prey Worldwide

**WORK WITH US**
The Peregrine Fund protects Earth’s 561 raptor species. We partner with local people on six continents to inspire action and preserve essential habitat. Our support comes from donors, corporations, and grant programs. The Peregrine Fund was founded in 1970 to rescue the Peregrine Falcon from extinction by pioneering ways to breed and release them across North America. With that historic success, and a core capability for outstanding field biology, our mission grew to encompass all raptor species worldwide. Today we:

- Restore critically endangered species
- Research little-known species
- Train and support students
- Engage people of all ages with environmental education
- Conserve critical habitats

Our employee benefits program demonstrates our commitment to our employees, being both comprehensive, and among the best among our peer institutions. Our benefits package includes a 403(b) retirement program as well as health, dental, vision, life and long-term disability insurances.

The Peregrine Fund is an Equal Opportunity Employer. We ensure all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or veteran status.

The successful applicant will be required to complete a background screening before final offer of employment is made.

**POSITION SUMMARY**
The Grants Coordinator is responsible for coordinating complex proposals and project overviews (such as US Fish and Wildlife Service and National Science Foundation grants); coordinating administration of grants, including contract review and deliverables; support the development of content for donor communications; timely and accurate submission of applications and reports for all new and existing grant funded projects. This position reports directly to the Vice President of Development and works closely with Science and Conservation leadership to successfully secure grant funding to meet The Peregrine Fund’s mission.

**ESSENTIAL FUNCTIONS**
The Grants Coordinator will conduct a range of activities, including but not limited to, research, preparation, submission, and coordination of grant proposals from inception to completion.
RESPONSIBILITIES AND SCOPE

- Generate revenue through developing, preparing, and submitting compelling, high-quality grant and gift proposals
- Coordinate the full-cycle of federal grant processes from opportunity identification through submission and reporting for funded projects
- Collaborate with conservation science experts, and appropriate administrative representatives both within, and outside of The Peregrine Fund to inform proposal development processes and to ensure compliance with all funder requirements, including budget management and reporting
- Monitor and manage proposal submissions, ensuring receipt by funders and tracking funding award decisions.
- Keep relevant team leads informed about upcoming proposal deadlines and deliverables
- Support funder engagement to customize proposals to increase award potential, and gather constructive feedback for non-funded proposals
- Assist in the identification and development of strategies to optimize grants administration processes.
- Provide skilled editorial assistance, editing, and proofreading as needed
- Enter and maintain relevant data in the database
- Adhere to a comprehensive proposal calendar tracking submissions, deadlines, and reporting requirements
- Design, prepare and distribute regular reports regarding grant and gift proposal production and outcomes
- The Grants Coordinator must understand, and promote the unique history, mission, values, strategic goals, and programs of The Peregrine Fund
- Maintain absolute confidentiality when required
- Contribute to team efforts as needed and directed
- Assist with other fundraising efforts as requested

MINIMUM QUALIFICATIONS

- Minimum of two years of experience with grant coordination
- Experience with navigating and successfully submitting proposals through grants.gov and Grant Solutions
- Excellent communication, writing, and problem solving skills
- Advanced writing skills including proofreading, editing, and grammar
- Knowledge and familiarity with research techniques for fundraising prospect research
- Able to work well in a team environment and handle multiple assignments
- Experience working in deadline-driven environments
- Able to monitor and meet income goals

PREFERRED QUALIFICATIONS

- Experience with proposal writing and institutional donors
- Non-profit fundraising experience
- Knowledge of birds and particularly birds of prey
- Experience with conservation and wildlife management funding
- A strong work ethic, sense of urgency, and ability to think independently
- Ability to adapt quickly to, plan for, and manage multiple projects in a fast-paced environment

WORKING CONDITIONS

Work is performed primarily indoors in an office setting. The employee may be required to travel to events by car or commercial aircraft.

COMPENSATION

$19.25 per hour. Negotiable depending on experience.
TO APPLY
Send via email a single file attachment (PDF preferred) including a cover letter, resume, and contact information for 3 references to: employment@peregrinefund.org. Please name the file “LastName_FirstName_Grants_Coordinator” and include the job title you are applying for in the subject line.