

CHIMP HAVEN POSITION DESCRIPTION

POSITION TITLE: Grants Manager – Remote, Part-Time Contract Position

REPORTS TO: Chief Development and Marketing Officer

JOB CLASSIFICATION: **Consultant – Chimp Haven (Contract)**

Shift: Days, but evening and weekend work may be required

Status: Part-time

FLSA: Exempt

Risk Level: 1

ORGANIZATIONAL OVERVIEW: At Chimp Haven we believe we're not that different, humans and chimpanzees. Chimps have personalities, emotions and relationships, just like us, and we're on a mission to connect them to the happy healthy lives they deserve. That's why we're providing and promoting personalized care for chimpanzees, most of whom were retired from biomedical research, by helping them, for their remaining years, live a good life – the chimp life. Chimp Haven serves as the national Chimpanzee Sanctuary and is located on 200 forested acres in northwest Louisiana just outside of Shreveport. Chimp Haven provides excellent care for more than 300 chimpanzees retired from research or no longer used in the entertainment industry or as pets. As more retired chimpanzees make their way from research institutions to sanctuary, our population continues to grow. Chimp Haven has a well-designed facility to support the physical and emotional well-being of all animals, experienced staff and high standards for operational excellence. Chimp Haven offers a competitive salary, excellent benefits, extensive training and an opportunity for professional advancement. Equal Opportunity Employer.

THE OPPORTUNITY: The Grants Manager plays a critical role in the fundraising success of the organization by helping raise unrestricted funds from some of the largest private funders in the US. This individual will work with the Chief Development and Marketing Officer to institute a successful outreach and proposal development process. The Grants Manager will also support Major Gifts by managing major donors that give through family foundations. The primary responsibility of this role will be to cultivate and grow long-term relationships with large, private funders with a targeted ask of \$25,000-\$1M.

The Grants Manager will be responsible for relationship cultivation, proposal development and submission, tracking, and stewardship of all current and new foundation funders. She/he should be well versed in all facets of foundation giving and must be able to persuasively communicate Chimp Haven's vision and program to potential funders.

RESPONSIBILITIES AND SCOPE:

- Develop a deep understanding of Chimp Haven programs and strategic priorities to identify and articulate specific organizational needs to private and family foundations.
- Develop strategies and work plan in partnership with Chief Development and Marketing Officer (CDMO) to capitalize on growth opportunities and increase revenue.
- Lead development of high-quality grants, and produce all proposal and foundation related document (proposals, reports, stewardship, and general correspondence) for both foundations and Major Gifts. Serve as proposal manager for complex foundation proposals, working closely with Animal Care and Finance Departments.
- Draft and edit grant content, prepare final submission (proposal, budget and accompanying documents) and effectively transition awarded projects for implementation.
- Work with CDMO to develop and maintain a pipeline of potential foundation partnerships through ongoing prospecting activities.
- Work with Major Gifts to manage a small major gift/Family Foundations portfolio.
- Cultivate relationships with current and potential funders and produce project reports, stewardship documents, and general correspondence.
- Consistently document key conversations and other pertinent information into the relationship management database.
- Demonstrate exemplary stewardship by providing engaging and timely reports and feedback on investments.
- Analyze, measure and report on all key activities. Utilize learnings to drive future changes and growth in revenue, reach and engagement.
- Work closely with team members across the organization to ensure consistent messaging and marketing of all Chimp Haven activities.

- Serve as a highly positive and collaborative partner with colleagues throughout the organization.
- Attend training regarding chimpanzee safety, well-being, and species-typical behaviors; seek out other learning opportunities to advance fundraising knowledge.
- Exhibit the highest ethical and moral values possible.
- Represent Chimp Haven in a professional manner at all times.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business, Marketing or related field and 5+ years' experience in grant-writing and resource development.
- Knowledge of fundraising principles including gift cultivation and stewardship.
- Excellent written and oral communication skills.
- A passion for the mission and purpose of Chimp Haven.

PREFERRED KNOWLEDGE, SKILLS AND ATTRIBUTES:

- Ability to establish priorities, to manage multiple deadlines simultaneously, and work well under pressure with keen attention to details.
- Ability to professionally and effectively communicate Chimp Haven's mission, vision, and programmatic scope.
- Outstanding oral and written communication skills with excellent interpersonal, presentation and negotiation skills.
- Must possess superior written skills including the ability to edit for quality, congruity, and style.
- Ability to think strategically and develop new processes to advance fundraising opportunities.
- Proven ability to secure funding through written proposals. Track record in exceeding goals.
- Ability to assimilate information about programs from a variety of sources in order to make documents persuasive to potential funders.
- Collaborates with internal stakeholders; operates with authenticity, clarity, transparency and effectiveness.
- Strong technology skills. Proficiency in MS Office applications (Word, Excel, Outlook and PowerPoint) and Raiser's Edge.

LOCATION:

Remote.