

Position

Grant Writer (Remote)

Description

The mission of the Topeka Zoo & Conservation Center is to enrich our community through wildlife conservation and education. We are committed to ensuring everyone feels welcome and valued by striving to create an environment that is as diverse as the wild spaces that we are trying to protect.

The Grant Writer will identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies.

Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support the Topeka Zoo & Conservation Center's (the Zoo) capital campaign and programs.

The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies. This is a contract position that operates remotely and reports to the Director of Development at the Zoo.

Essential Duties and Responsibilities

- Researches and identifies new government, corporate, foundation and private funding prospects to match the Zoo's priorities.
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of the Zoo, and the requirements and guidelines of the funding agencies.
- Generates revenues for the Zoo's programs through timely submission of well-researched, well written and well-documented grant proposals.
- Maintains primary responsibility for grant schedules and tracking grants.
- Serves as a liaison to all funding agencies and organizations.
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals.
- Coordinates and follows-up on the progress of submitted proposals.
- Coordinates with the Finance Department to create expenditure and income budgets to accompany proposals.
- Develops and maintains a master file on pending grants and contracts.
- Remains up-to-date on current issues relative to grant proposals.
- Meets regularly with faculty/staff to discuss current and new funding needs.
- Adheres to policies and procedures of the Zoo regarding grant management.
- Inform staff and answer questions regarding allowability of proposed expenditures related to all specific grants.
- Inform supervisor on the progress of all grants and issues that may arise with each grant.

- Maintains confidentiality of information exposed to in the course of business regarding donors, supervisors, and other employees.
- Commitment to the Zoo's mission and core values.
- Other duties as assigned.

Qualifications

- Grant writing experience, preferably with an education and conservation focus.
- Experience which should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for the Zoo's capital campaign and mission-based programs.
- Ability to work effectively under pressure and meet multiple deadlines.
- Excellent writing and verbal skills.
- Be highly organized with the ability to implement systems and follow-up processes.
- Proficiency in research, interpreting, and analyzing diverse data.
- Excellent Computer skills, and database management skills.
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.
- Access to reliable and secure equipment.
- Good listening skills and ability to use digital tools.

Education/Experience

- Bachelor's degree required.
- 3 to 5 years of experience as a successful grant writer.
- Previous grant budget development and management.
- A proven record of securing major grants.
- Knowledge of grant application process, scoring criteria and funding cycles.

Computer Skills

- Advanced proficiency in Microsoft Office, specifically Word, Excel, Outlook, and PowerPoint.
- Experience with DonorPerfect or other equivalent database programs preferred.

Compensation

The salary range for this position is \$65,000 to \$75,000, depending on experience and qualifications.

Equal Opportunity Employment Statement

The Topeka Zoo and Conservation Center is an equal opportunity employer dedicated to a policy of non-discrimination in application and employment for any reason, including race, color, religion, sex, sexual orientation, gender identity/expression, national origin, age, disability, or medical status including genetic information, and/or veteran's status.

Application Process

Please send a cover letter and resume to Gwen Tomas at gtomas@topekazoo.org