Job Announcement

Foundation and Grants Coordinator

About CNPS
The California Native Plant Society (CNPS) is a statewide non-profit conservation organization (www.cnps.org) founded in 1965, with more than 10,000 members in 35 chapters across California and Baja California Mexico. The mission of CNPS is to increase understanding and appreciation of California’s native plants and to conserve them and their natural habitats through scientific study, education, advocacy, horticulture, and land stewardship.

Job Summary
The California Native Plant Society (CNPS) is seeking a Foundation and Grants Coordinator. This is a permanent full time, non-exempt position that reports to the Development Director. This position requires a persuasive communicator who proactively identifies, cultivates, solicits, and stewards foundation, government, and corporate funding sources. The Foundation and Grants Coordinator will work closely with CNPS program staff to turn project ideas into compelling requests for support.

Duties and Responsibilities
1. Identify and research institutional funding sources, including foundations, state and federal government agencies, and corporations.
2. Research and draft letters of inquiry and grant proposals. Draft corporate sponsorship packages. Revise and edit material written by senior and program staff. Write grant reports. Draft and edit other Development materials as needed, such as major donor proposals and appeal letters.
3. Develop and implement thoughtful and creative cultivation and stewardship activities, in collaboration with senior and program staff.
4. Serve as the primary relationship manager for all institutional giving prospects and funders.
5. Ensure corporate sponsorship benefits are delivered.
6. Maintain a calendar of proposal and report deadlines, and ensure all deadlines are met.
7. Record all activities with institutional prospects/funders in donor database.
8. Provide occasional support to Development mailings (query database, prepare mailing lists).
9. Produce analysis and reports on activities and results.
10. Coordinate and support institutional giving-related activities by CNPS chapters.
11. Maintain positive and professional relationships with CNPS donors, volunteers, board, and staff.
12. Other duties as required.

Required Qualifications
- Minimum of three years of experience in a nonprofit organization, preferably in a Development role
- Outstanding ability to write clear and compelling communications to inform and persuade
- Demonstrated ability to be a self-starter and to complete detail-oriented work with a high level of
accuracy
- Excellent interpersonal skills and ability to work collaboratively with senior staff
- Ability to think critically and make decisions based on available information
- Ability to prioritize and manage multiple complex projects simultaneously
- Knowledge and experience with PC-based computer systems, Microsoft Office, and email

Desired Skills
- Bachelor’s degree in a relevant field
- Proficiency with fundraising software/donor databases, preferably Raiser’s Edge
- Genuine passion for native plants and a desire to share that with others
- Fluency in Spanish or other languages

Physical Requirements
This job requires prolonged sitting and use of computer and mouse, as well as some standing. The moving and handling of small boxes within the office with the assistance of a dolly and the ability to lift and hold up to 20 lbs. is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Information
- Work location is at the CNPS office in Sacramento or remote, depending on circumstances.
- Work time is generally Monday through Friday 8 AM to 5 PM, with some flexibility.

Compensation and Benefits
The hourly rate offered is $24.61 - $26.52 per hour. CNPS provides a comprehensive benefits package, paying 100% of employee premiums for health, life, dental, and vision insurance with competitive family coverage options. CNPS offers a 401K retirement plan with up to 6% matching contributions. Annual paid leave benefits include 12 holidays, 12 sick days, and 10 vacation days to start.

Equal Opportunity Policy
CNPS’s policy is to afford equal employment opportunity to all persons, regardless of age, ancestry, color, disability, gender, gender expression, gender identity, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religion, sex, and sexual orientation. This policy demonstrates CNPS's commitment to creating a diverse and inclusive environment that values different perspectives and fosters belonging. To better understand the demographic profile of applicants, CNPS requests candidates to fill out the volunteer questionnaire that is part of the application form. Your responses will remain confidential, anonymized, and not shared with the hiring committee.

To Apply
Submit a cover letter, writing sample of 1-3 pages, and resume here. Please include any pertinent information, including professional and personal experience, that is relevant to the position. The deadline to apply is March 26, 2021.

The California Native Plant Society is an Equal Opportunity Employer. Candidates from diverse backgrounds are encouraged to apply.