

CINNABAR

FOUNDATION

Montana's Conservation Fund

Job Title: GRANTS PROGRAM DIRECTOR

Duration: Long-term

Schedule: .75 FTE

Compensation: \$35-52,000/year

Location: Work from home; Montana-based

Reporting Relationship: Report directly to the Board's designee

ABOUT THE CINNABAR FOUNDATION:

The Cinnabar Foundation is a private, independent foundation founded in 1983 to help protect and conserve water, wildlife and wildlands in Montana and the Greater Yellowstone Ecosystem. We make grants to nonprofit organizations and people who share our vision and work to implement strategic conservation solutions that preserve and restore our natural heritage and communities as they adapt to change. The Foundation is overseen by a close-knit working Board of Directors.

POSITION OVERVIEW:

The GRANTS PROGRAM DIRECTOR is a .75-time data and program management position which supports and reports to the Board's designee.

The position serves as the Foundation's "front door" to the grant-making process. The Foundation utilizes an online grants management software (GMS) system to provide applicants and grantees alike a seamless and efficient experience. Through the GMS platform and personal contact, Cinnabar's Grants Program Director provides initial and ongoing communication, oversight and support to applicants/grantees while simultaneously creating and monitoring application processes, grantee reporting, payment schedules, and other requirements to ensure consistent grant processing, tracking and compliance. This position will not solicit grants.

The Grants Program Director position offers an opportunity for a creative conservation-minded individual to join an organization with a permanent and growing endowment that supports conservation initiatives within Montana and the Greater Yellowstone Ecosystem.

The ideal candidate brings a willingness to work closely with Foundation colleagues and the intellectual agility to learn and address the full range of conservation and environmental issues of concern to the Foundation. This individual will assist in refining and implementing grants and communications; deliver agreed upon outcomes; and perform timely and accurate program reporting. Exemplary verbal and writing skills are essential.

The successful candidate must demonstrate cultural competence, sensitivity and awareness, and the ability to listen deeply and problem-solve. This position is an opportunity to bring a passion for conservation to an organization with the credibility earned from almost 40 years of helping to birth and nurture many of Montana's most respected and effective conservation organizations.

ESSENTIAL FUNCTIONS:

Programs (90%)

- Grant Programs
 - Provide smooth day-to-day operations of the Foundation's grant programs, including serving as the primary contact for grantee relations, providing exemplary customer service
 - Build and maintain strong working relationships with grantee organizations to achieve Foundation goals and expectations
 - Engage with new and established conservation partners to better understand their strengths and challenges, accurately represent the Foundation's strategies and approach, and identify opportunities for the Foundation to respond effectively
 - Meet regularly with the Board's designee to set goals and priorities
 - Oversee and administer challenge grant and discretionary awards programs to ensure timeliness, accuracy and historical tracking
 - Review grant applications for completeness, eligibility and compliance
 - Review grant reports and monitor progress on grant work plans
 - Prepare grantee documents such as award letters, denial letters and grant agreements
 - In coordination with the Foundation's accountant, keep track of individual grant payment schedules and record payments
 - Maintain electronic grant files that meet legal, audit and Foundation requirements
 - Work with the Board's designee to develop, maintain, and ensure grants management procedures are consistently followed, including, but not limited to: approval process, due diligence procedures, grant reporting, award letters, and grant agreements
 - Conduct research on best practices in grant-making
 - In coordination with the Board's designee, fine tune annual grant applications, evaluation process, final report forms, and impact reports for the Board
 - Communicate grantee activities and progress in achieving goals through the preparation of written summaries and presentations
 - Work with the Board's designee in formulating and evaluating measurable grant outcomes
 - Advise and collaborate with the Board's designee to design, implement and evaluate new grant initiatives
 - Maintain current knowledge of conservation issues important to the Foundation
 - Develop and nurture a network of professional contacts
 - Conduct grantee site visits (virtually and in person), as time and budget permit
- Website
 - Annually provide updated information on grants programs

- Annual Report
 - Annually provide updated information on grants programs

Other (10%)

- Prepare materials and attend Board and Committee meetings, as appropriate
- Participate in the annual budget process and regularly monitor the grants program budget to maintain a high level of fiscal accountability
- Undertake special projects or other duties as assigned

Please note: Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities.

REQUIRED QUALIFICATIONS:

The Cinnabar Foundation is seeking a dynamic individual with strong programmatic, computer and interpersonal skills to join our organization. This individual will have the following qualities:

- Strong commitment to the mission and philosophy of the Cinnabar Foundation
- Bachelor's degree
- Proven experience in grants management, analysis and reporting
- Broad knowledge of conservation / environmental issues, preferably in Montana and the Greater Yellowstone Ecosystem
- Ability to collaborate and contribute to a close-knit, supportive team environment of Board members and others of diverse backgrounds, experiences and cultures
- Outstanding interpersonal skills including the ability to quickly establish trust and rapport with conservation professionals to comfortably address politically sensitive conservation issues, and to answer Foundation policy questions with tact and poise
- Advanced communication skills, with demonstrated ability to write professional correspondence
- Strong project management and prioritization skills, detail-oriented with an ability to manage multiple deadlines simultaneously, set and achieve realistic goals and timelines
- Comfortable working independently from a home office, with minimal supervision, and exercising sound judgment in determining when to consult the Board's designee
- Ability to adapt to changing needs and priorities and assume new responsibilities
- Track record of creativity, adaptability, personal accountability, and initiative
- Proficiency in computer and IT skills including (at minimum) fluency in Apple or MS Office Suite platform and software as well as virtual meeting platforms, email and general communication tools, websites, and one or more database programs
- Discretion and judgment regarding confidential information
- Montana driver's license, a reliable car, private car insurance, and mobile phone

PREFERRED QUALIFICATIONS:

- Previous foundation or experience working with conservation nonprofits
- Experience with Foundant Grant Lifecycle Manager or other grants management software platform

KNOWLEDGE, SKILLS, ABILITIES + IDEAL CHARACTERISTICS:

- Passionate about protecting, preserving and restoring Montana and the GYE
- Self-directed and willing to work flexible hours to include some evenings and alternative schedules
- Takes responsibility for outcomes under their control, as well as sound judgment and values that are consistent with those of the Foundation
- Excellent organizational skills
- Ability to multi-task and manage multiple projects and responsibilities from a remote working environment
- Ability to establish, maintain and foster positive and harmonious working relationships with co-workers, Board members, grantees, grant applicants, donors and the public

HOW TO APPLY:

Deadline: September 30, 2022, or until the position is filled.

Requirements: Please send the following materials **as a single PDF** to info@cinnabarfoundation.org

and reference "Grants Program Director Position" in the subject line:

- A brief Letter of Interest describing how your goals, skills and background fit the responsibilities and duties of this position
- Resume
- Contact information for two professional references