



Posting Title: Grants Coordinator

Posting Date: November 24, 2017

Closing Date: December 15, 2017

ABOUT THE YELLOWSTONE TO YUKON CONSERVATION INITIATIVE: The Yellowstone to Yukon Conservation Initiative (Y2Y) is a joint Canada-US not-for-profit organization with a mission *to connect and protect habitat from Yellowstone to Yukon so people and nature thrive*. Y2Y takes a scientific approach to conservation and is upheld as a global leader in large landscape conservation. Y2Y was conceived in 1993, and has staff in Alberta, British Columbia and Idaho. Our staff are creative, knowledgeable and passionate about their work. Visit www.y2y.net to learn more.

POSITION OVERVIEW: The Grants Coordinator is a key member of Y2Y's Development and Communications Team, reporting to the Senior Development Manager and working closely with a highly collaborative team in a results-driven environment. S/he will primarily support our grant funding efforts, helping to attract, secure and co-ordinate the funding and engagement that advance Y2Y's conservation work.

PRIMARY DUTIES AND RESPONSIBILITIES: The Grants Coordinator will create fluent and compelling written materials for funders to help secure and retain support for Y2Y's vital conservation programs across Canada and the US. A core aspect of the role is the grant-tracking and administrative work that underpins the management of over \$2m in grants each year.

Activities include:

1. **Grants administration and tracking:** Create and track timelines for proposals, reports and other communications; coordinate research, preparation and submission; maintain accurate database records and files.
2. **Proposal and report writing:** Work with the Senior Development Manager and Program staff to obtain programmatic information, and to write and/or edit and format letters of enquiry, proposals and progress reports, including budgets, for funders as necessary.
3. **Maintain communications with funders, donors and supporters:** Ensure relationships with existing and potential Y2Y audiences are nurtured, primarily through written communications, as well as through phone calls and occasional visits. This includes maintaining correspondence such as thank you letters and grant agreements, responding promptly to requests, and other stewardship needs as identified.
4. **Funder prospecting:** Research possible new sources of funds from foundations, governments and corporations, including through databases, online resources and conversations with staff/board.
5. **Ad-hoc communications:** Identify and write compelling narratives for internal and external use such as website text, newsletters, blogposts and other targeted communications, as required. This may include extracting information from proposals and reports, sourcing quotes, and writing up interviews with program staff and/or partners.

SKILLS AND QUALIFICATIONS:

- Excellent, proven writing and editing skills
- First-rate organizational skills, including the ability to coordinate multiple projects to deadlines, and to reprioritize a busy workload to respond to urgent requests as needed
- Keen eye for detail and strong numeracy, with the ability to interpret and organize budgets
- Computer literacy (Word, Excel, Powerpoint, Outlook), including formatting and basic formulas, and ideally database experience

- Ability to identify and relay compelling stories that effectively illustrate Y2Y and partners' conservation approach and programmatic work, and to learn new material quickly
- Self-starter who works well independently and with a dispersed staff team
- Positive, solution-finding attitude, and strong interpersonal skills

CONSIDERED AN ASSET:

- Successful track record of grant funding, and proven familiarity with grant proposal and report-writing styles and requirements
- Knowledge of the US-Canadian environmental funding landscape
- 3-5 years' professional experience
- An interest in or understanding of conservation biology, large landscape conservation or related environmental issues, and knowledge of the geography of the Yellowstone to Yukon region

TERMS OF EMPLOYMENT: This position will be based at (or with regular travel to) Y2Y's Canmore, Alberta office in the heart of the Canadian Rockies, in a typical office setting. Salary is commensurate with experience and includes our excellent set of benefits. Y2Y is an equal opportunity employer and we particularly welcome applicants with diverse backgrounds and experiences to apply.

TO APPLY: Applications should be received no later than **December 15, 2017**. Interviews for successful candidates will be held in Canmore, AB. Send by email to catherine@y2y.net a cover letter, resume and the names and contact information for three professional references (to be contacted post-interview).

Subject line: "Your Name" - Grants Coordinator Application
Attention of: Catherine Pao, Finance and Human Resources Manager

Y2Y thanks all applicants for their interest, but only successful candidates will be contacted.