



The Climate Registry

GRANTS MANAGER

Organizational Background

The Climate Registry (the Registry) is the leading greenhouse gas (GHG) registry in North America. Over 60 U.S. states, Canadian provinces, Mexican states, and Native Sovereign Nations have joined together to centralize and standardize GHG emission management. Based on GHG accounting and verification best practices, the Registry has developed protocols to help organizations calculate, report, and verify GHG emissions annually. Registry Members include corporations, non-profit organizations, municipalities, state agencies, and other entities. The Registry also develops mandatory reporting programs. More information about the Registry is available at: www.TheClimateRegistry.org.

The Registry offers a hands-on, fast-paced work environment, and tremendous potential for growth and advancement. This position provides the opportunity to join a team playing a leading role in developing climate change policy in North America.

Job Description

The Climate Registry is seeking a part-time Grants Manager. We are looking for an individual who has an in-depth understanding of climate change issues and is an experienced and innovative administrator of fundraising programs, with a particular emphasis on foundation fundraising. The Grants Manager will be responsible for grants management, which includes identifying, managing and submitting Letters of Interest (LOIs), grant proposals and reports, and managing funder relations. The Grants Manager will work collaboratively with the Executive Director, VP of Policy, VP of Programs, Board of Directors and staff to coordinate cultivation and solicitation efforts with foundations and corporate donors. The Grants Manager will be the lead on developing strategies for major donor revenue streams. The job has the potential to develop into a senior level position.

Primary Responsibilities

- Prepare LOIs, grant proposals, grant reports and acknowledgements to current and potential funders, including developing written content, copy-editing and reformatting of text.
- Cultivate and manage relationships with foundation staff and coordinate any involvement of other TCR staff in the cultivation process.
- Coordinate correspondence with funders, and handle routine clarifying calls regarding submission dates, guidelines.
- Research new foundation and government funding opportunities and alert staff if follow up is recommended.
- Coordinate contacts and maintain foundation database with responsibility for tracking deadlines, communications, awards, contact information, follow-up tasks and reporting requirements.
- Track grant proposals to funders providing status of proposals in development, proposals submitted to funders and proposals that have been issued or canceled.
- Oversee grant processing and acknowledgment.
- Maintain grant management documents and prepare written reports in keeping with the donor's requirements.
- Coordinate with office manager to compile written grant reports with financial reports and other required documentation.
- Track/manage strategic events, opportunities, and contacts for fundraising.

- Support program staff in representing the organization at events to cultivate/develop relationships with donors and grantors as needed.
- Communicate regularly with staff about funded projects, and participate in program discussion with other staff to develop ideas and strategies for developing new prospects and programs or activities.
- Draft fundraising-related text for contribution to newsletters, websites, board reports, promotional materials, annual reports or other publications as needed.
- Perform additional fundraising support tasks as identified by staff.

Qualifications

- Two to four years professional experience in grants management, funder cultivation and solicitation, with a proven track record in securing major grants from institutions.
- Bachelor's degree in related field or equivalent job experience.
- Familiarity with the environmental communities and ability to assess potential fundraising prospects.
- Understanding of climate change issues, with understanding of greenhouse gas registries a plus.
- Excellent technical and program-related writing, research and analytical skills.
- Enthusiastic, highly detail-oriented, assertive, able to think critically and enjoys identifying new opportunities.
- Self-motivated, flexible, learns quickly and possesses a high level of personal integrity.
- Excellent organizational skills.
- Detail-oriented with ability to meet deadlines, both prescribed and self-imposed.
- Ability to multi-task, establish priorities, meet deadlines, and successfully manage numerous projects simultaneously.
- Demonstrated ability to work effectively in collaboration with Board members, senior program staff, administrative staff, external agencies, consultants and vendors.
- Demonstrated team orientation and commitment to developing and maintaining collaborative, team relationships in a fast-paced work environment.
- Ensure efficient communication internally and externally related to such programs.
- Proficiency in Microsoft Excel, Word and Outlook required.
- Experience with corporate fundraising, particularly major gifts, a plus.

Application Process

Interested candidates should submit the following documents to gillian@theclimateregistry.org:

- Cover letter
- Resume
- Writing sample (maximum of 5 pages)

Applications will be considered on a rolling basis.

You can also mail or fax your application to:

Grants Manager Search Committee
 The Climate Registry
 523 W. 6th St, Suite 445
 Los Angeles, CA 90014
 Fax: 213-623-6716

If you have questions about TCR or the position, please contact Gillian Calof at 213-891-1444.

The Climate Registry is an equal opportunity employer.