



Western Reserve Land Conservancy

land • people • community

JOB POSTING

Conservation Funding Associate

Western Reserve Land Conservancy has an immediate opening for a Conservation Funding Associate. This full-time position will be located at the organization's Conservation Center at 3850 Chagrin River Road, Moreland Hills, Ohio 44022.

BACKGROUND

Western Reserve Land Conservancy provides people with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, Ohio, we are the largest land conservancy in Ohio and nationally accredited by the Land Trust Alliance. Serving an area of 20 counties from the Pennsylvania line to the Sandusky Bay, the Land Conservancy has permanently conserved more acreage than Cleveland Metroparks and the Cuyahoga Valley National Park combined. We work with private and public landowners, farming families, neighborhood development corporations, corporations, county park systems, local residents and many more to help create communities nourished by vibrant natural lands, working farms and healthy cities. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks statewide to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants, and philanthropic gifts from individuals, foundations and corporations.

POSITION SUMMARY

Reporting to the Senior Vice President for Conversation Transactions (SVP), the Conservation Funding Associate (Associate) plays a lead role in procuring funding for strategic land acquisitions and conservation easement purchases, as well as other related projects for the Conservation Team. This role includes identifying, writing and submitting grants to local, state, federal and private sources and coordinating with partnering organizations. The highest priority for the Associate is researching and writing public grants. In addition, the Associate is responsible for identifying new sources of funding as well as grant management for funded projects, including tracking grant requirements, maintaining accurate records, and coordinating activities across multiple projects. Finally, the Associate may be called upon to fulfill additional Conservation-related duties.

KEY AREAS OF RESPONSIBILITY

Project Funding Support

The Land Conservancy secures land protection grants from local, state, federal and private sources to support conservation acquisition and restoration efforts. The Associate supports the entire process of obtaining conservation funding for land protection projects, from grant identification to submission to grant administration. This broad responsibility could range from writing a grant for a land acquisition project, to writing a grant for a new playground on a partner park, or to buying a conservation easement from a farmer on their private land. Some field work may be required, including visits to properties with

partnering organizations, funding entities, and biologists who perform natural resource surveys. Strong research skills are needed for developing solid proposals.

Researching

The Land Conservancy needs to diversify its sources of Conservation funding. As a result, a key responsibility of the Associate is to continually identify and research sources of funding from among the thousands of grants available from numerous public bodies.

Reporting

The Associate is responsible for tracking and reporting all public funding for which we apply and receive. This reporting should be provided to the Conservation Team and Management Team, and also be prepared for each Board of Trustees meeting.

Collaboration

Collaboration with partners and funders is an important element of the conservation funding process. The Associate coordinates with partnering organizations and funders, such as other non-profits, foundations, various levels of local government, and local, state and federal agencies.

EDUCATION, EXPERIENCE AND CAPABILITIES

- Prior work experience, preferably in the grant writing, conservation, or non-profit areas, is strongly preferred
- Experience in preparing proposals for, and securing grants from, state and/or federal grant funding sources is preferred
- Strong writing and research skills
- Effective organizational and time management skills combined with the ability to multi-task in a fast-paced environment
- Must be able to work effectively in a team setting
- Bachelor's degree from an accredited college is strongly preferred
- Background in natural resources is preferred, but not required
- Demonstrated passion for the Land Conservancy's work to provide the people of our region with essential natural assets through conservation of vibrant natural areas, preservation of working farms, and creation of healthier urban environments

APPLICATION PROCESS

Interested individuals should send a resume and cover letter to Bob Kissling, Vice President of Human Resources, at rkissling@wrlandconservancy.org.

Western Reserve Land Conservancy is an Equal Opportunity Employer and is committed to hiring staff members who represent the rich diversity of our community. All qualified candidates will receive consideration for employment and not be discriminated against based on race, sex, sexual orientation, gender identity, age, color, religion, national origin, disability, genetic information, protected veteran's status, or other legally protected classification in the State of Ohio.