

FORESTETHICS

Position Description Grant Writer

About ForestEthics

Founded in 2000, ForestEthics is a nonprofit environmental organization with staff in Canada and the United States. Our mission is to protect Endangered Forests and wild places, wildlife, and human wellbeing. We catalyze environmental leadership among industry, governments and communities by running hard-hitting and highly effective campaigns that leverage public dialogue and pressure to achieve our goals. Over the past decade, we have transformed the environmental practices of Fortune 500 companies including Dell, Staples, Office Depot, Victoria's Secret, Williams-Sonoma, and many others; and by leveraging these companies' influence with their suppliers and governments, we have helped secure commitments to protect more than 65 million acres of endangered forest around the world.

The Position

ForestEthics' grant writer plays an important role in advancing ForestEthics' environmental mission, as s/he is responsible for creating submission-ready proposals and reports for an active portfolio of 60-70 foundations, which include some of the world's largest and most influential environmental funders, including the Rockefeller Brothers Fund, Gordon and Betty Moore Foundation, Richard and Rhoda Goldman Fund, to name but a few. Working as part of our development team, the grant writer will lead the creation of content for new proposals, reports, and other documents, and refresh archived content as necessary to reflect the unique needs of each foundation. Regular interviews with senior-level, international campaign staff (Canadian primarily) will be required to maintain active and lively content.

The ideal candidate will have excellent professional writing experience (experience with grant writing preferred), thrive in a very deadline-driven work environment, and demonstrate that they will be able to 'hit the ground running' as of early February 2012. This is a half-time (20 hours/week), non-exempt position with excellent benefits. *Although our development team is located in ForestEthics' San Francisco office, remote applicants are encouraged to apply.*

ESSENTIAL FUNCTIONS:

- Create submission-ready grant proposals and reports as directed by the Senior Development Officer.
- Conduct interviews with campaign staff and executive officers (as necessary) to update and create new content related to organization-wide and campaign-specific activities.
- Update boilerplates (i.e. executive summaries, organization history, theories of change, etc) for use by development staff.

QUALIFICATIONS:

- At least three years professional writing experience (experience with grant writing preferred).
- Excellent project management, follow-through, and time management skills.
- High reasoning skills as demonstrated by the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Independent, self-motivated with a desire to provide support to advance ForestEthics' mission.
- Highly organized, flexible, creative, able to prioritize multiple tasks.
- Strong interpersonal skills; sense of humor.

TO APPLY

Please send cover letter with resume and a writing sample to grantwriter@forestethics.org with your name in the subject line. No phone calls please.