



POSITION DESCRIPTION

POSITION TITLE:	Grants and Contracts Manager
DEPARTMENT:	Development
FLSA STATUS:	Exempt
LOCATION:	Austin, TX
CLOSING DATE:	Open Until Filled

About BCI

Our mission is to conserve the world's bats and their ecosystems to ensure a healthy planet.

BCI is dedicated to the enduring protection of the world's 1300+ species of bats and their habitats, for the benefit of humanity and the earth's biological diversity. In pursuit of this vision, during the next five years BCI will work worldwide with local, regional, national and multinational partners to deliver conservation impact at scale.

Founded in 1982, BCI employs a staff of more than 30 biologists, conservation experts, and administrators, supported by members in 60 countries. BCI offers Medical/Dental/Vision/Life/AD&D/PTO/401k.

Essential Functions:

The Grants & Contracts Manager serves as a coordinator within the development department of an international nonprofit conservation organization with an annual fundraising goal of approximately \$5 million. S/he will have oversight and responsibility for the entire grants/contracts fundraising process. S/he is responsible for prospect research and works with a team to identify and select opportunities and develop, write and prepare funding proposals and applications in collaboration with BCI colleagues as well as external partners. S/he will manage the process of grant/contract applications through the award process and reporting for the funding interval. S/he will be responsible for the timely administration and clerical management of all funding proposals, grant awards and contracts.

The G&C Manager ensures that the development team, finance team, and conservation scientists are working in synchronicity on multiple projects, and have the relevant information they need throughout a multi-step process to achieve grant/contract outcomes. The work is fast paced and collaborative. The successful candidate will have excellent organizational and time management skills as well as a desire for professional development.

This position reports to the Chief Development Officer and works with them to create the operating budget for BCI each year—projecting funding sources, timelines and available dollars for each program within BCI. This position is also responsible for compliance and reporting for all grants/contracts during the annual audit.

This is an ideal opportunity for an individual that wants to contribute to the field of environmental conservation within a professional, nonprofit workplace. This position will:

- Administer federal and private award documents including applications, proposals, budgets, reports, correspondence, and pledge notices
- Maintain tracking spreadsheets for all active and open grants and contracts using Excel software
- Prepare and submit application materials for annual Earth Share workplace giving campaigns, and coordinate related activities
- Generate original proposal narrative; write and submit reports supporting documentation to funders
- Produce progress reports for management and board review
- Calendar work flow and monitor deadlines for a multi-disciplinary team
- Facilitate award launch meetings and distribute information to a multi-disciplinary team
- Input data into development database as required
- Assist as necessary with preparations and follow through for the annual independent audit

Knowledge & Skills:

- Bachelor's degree required.
- At least 3 years grants management experience required, science grant writing preferred. Or at least 5 years science writing in lieu of grants experience.
- Must possess excellent organizational and time management skills to coordinate many projects at the same time, including coordinating tasks with the grants team, setting and communicating realistic deadlines and managing a timeline and team members to achieve objectives.
- Experience creating annual budgets at project and program level preferred.
- Experience with nonprofit Audit compliance preferred.
- Administrative experience with federal and other grants and contracts, such as preparing billing and ability to run and interpret financial reports preferred.
- Enjoys team dynamics, demonstrates a participatory work-style and good interpersonal skills.
- Discretion and ability to handle confidential information with great sensitivity.
- Good reasoning abilities and sound judgment.
- Proficient in Microsoft Word and Excel.
- Prior experience working at a nonprofit organization a plus.
- Working knowledge of Raiser's Edge software a plus.

Communications & Interpersonal Skills:

- Excellent writing skills backed by case statements, proposals, and collateral material examples.
- Superb verbal and presentation skills; must also have strong planning, organization, time management, and multi-tasking skills.
- High emotional intelligence, with the ability to inspire staff and donors and partners toward our mission.

- Ability to communicate effectively and translate conservation goals into fundraising narrative.
- A can-do attitude and a tolerant, friendly personality with a sense of humor are essential. High standards for integrity and quality of work.

Working Conditions & Physical Effort:

- Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
- Willingness to travel (current expectation is 5% travel) and occasionally on short notice. Travel includes accompanying funders to the Congress Avenue Bridge and/or Bracken Cave, annual staff retreats, and Earthshare activities.

Please submit your cover letter and resume at www.batcon.org/me109/gc.html

BAT CONSERVATION INTERNATIONAL IS AN EQUAL OPPORTUNITY EMPLOYER.