



1012 14th St NW, Suite 625, Washington, DC 20005

T: 202 234 2356 | F: 202 234 2358

info@amazonconservation.org

## Job Description: Grant Writer

January 2022

### Organization

Amazon Conservation's mission is to unite science, innovation, and people to protect the Amazon—the greatest wild forest on Earth.

As conservation pioneers since 1999, we have used science to guide our holistic approach to environmental conservation and restoration in the Amazon. Our founding program provided support for Brazil nut harvesters in Peru, as an incentive for protecting their forests. Since then, the organization has grown to protect over 8.8 million acres of rainforest, establish the world's first conservation concession, host thousands of scientists and tourists at our three premier conservation hubs, empower indigenous communities to develop forest-friendly livelihoods, and so much more. Our on-the-ground efforts are geographically focused in the headwaters of the Amazon basin, where the Amazon Rainforest meets the Andes Mountains in southeastern Peru and northern Bolivia, however our real-time satellite monitoring program covers the entire Amazon basin (including Brazil, Colombia, and Ecuador).

For more information, please visit [www.amazonconservation.org](http://www.amazonconservation.org).

### Position Overview

We are currently seeking an organized, dynamic, and detail-oriented professional to serve as Grant Writer within Amazon Conservation's growing Washington, DC team. The Grant Writer works closely with the Program Manager, Alliance Grants team, development team and other Alliance staff and partners in the region to write grant proposals and reports for both foundations and public funders. The position reports to the Program Manager and coordinates closely with staff in Peru, Bolivia and DC.

### Responsibilities

#### *Grant writing and development (70%)*

- Write grant proposals (including researching, writing, editing, proofreading, and budget formulation) in close coordination with DC and international staff.
- Contribute to other key writing and editing needs in support of overall fundraising efforts, including thematic strategies and project conceptualization.
- Contribute to the organization's institutional giving pipeline in close coordination with Program Manager as needed.
- Support the organization in maintaining strong relationships with funders, partners, advisors and others.
- As a member of the Alliance Grants team and in close coordination with the Program Manager, help identify grant funding opportunities and develop the annual grant application plan.

#### *Grant reporting and monitoring (20%)*

- Contribute to grant monitoring and reporting of project advances, timetable, budgets and deliverables for a portfolio of institutional funders by working closely with DC, Peru and Bolivia staff to ensure we meet donor reporting requirements and Amazon Conservation's quality standards.
- Write quality reporting to institutional funders, including required grant reports as well as *ad hoc* periodic updates on program impacts.

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- Support effective coordination and communication among the Alliance-level grants team members on institutional funding opportunities with our sister organizations Conservación Amazónica - ACCA (in Peru) and Conservación Amazónica - ACEAA (in Bolivia), and in carrying out the development of proposals and reporting.
- Work closely with Individual Giving and Communications team to share program successes that are relevant to our fundraising strategy.

#### *Other duties (10%)*

- Contribute writing and editing support to Annual Report, Quarterly newsletter, and other institutional communications.
- Support preparation of meetings of the Board of Directors and the Development Committee to update them on our institutional giving advances.
- Stay abreast of the latest research and trends in the field of tropical forest conservation.
- Work closely with Program Associate and Development Associate to ensure effective institutional funder monitoring and stewardship through Salesforce CRM across the DC office.
- Raise organization profile by attending or presenting at events, conferences, and other venues as needed.
- Support Internship Program

#### **Required Qualifications**

- Bachelor's degree (Master's preferred) and 5-7 years of experience
- Ability to glean and understand technical documents and other information and edit and rewrite the information in a clear and direct style while preserving intricacies of complex content.
- Demonstrable record of successful grant proposal writing in conservation, development, or other relevant sector
- Professional competency in Conservation, Environmental Science and International Development or related field highly desired
- Professional proficiency in written and spoken English and Spanish – Writing will be done in English but must be able to comprehend information conveyed in written or verbal Spanish in order to use it for developing proposals and reporting
- Excellent attention to detail
- Experience with coordinating fundraising strategies and activities
- Ability to perform well in fast-paced, cross-cultural team environment
- Ability to travel internationally up to 4-6 times annually
- Strong computer skills and proven ability to use standard technology packages, i.e. Microsoft Word, PowerPoint, Excel, Google Drive, Dropbox, Zoom.
- Self-motivated with strong organizational skills, problem-solver, positive can-do attitude, and high accountability.

**Please note that due to the current COVID-19 pandemic, Amazon Conservation's staff is working remotely. This position will start as a remote position, but the candidate must be located in the DMV area (Washington, DC - Maryland - Virginia) to access our DC office periodically. When pandemic restrictions are over, the organization will resume its in-person operations.**

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*Salary commensurate with experience. Amazon Conservation offers a competitive benefits package that includes employer-paid medical, dental, vision, short- and long-term disability, as well as a matching pension plan, and 25 vacation days. EOE.*

**Application Guidelines**

Email your resume, cover letter, 2 writing samples, and a list of 3 references to applications@amazonconservation.org with the subject line "Grant Writer." *Applications without all materials will not be reviewed.*

We regret that due to the high volume of applications we are only able to acknowledge finalist candidates. No phone calls, please.

Applications will be reviewed on a rolling basis. Position available immediately and open until filled.

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