



Position Opportunity

We are looking for a **Development & Grants Coordinator** to join our passionate and dedicated team. Clean Lakes Alliance is a 501(c)3 nonprofit devoted to improving the water quality of area lakes, streams and wetlands in the Yahara River Watershed. Working closely with government agencies, waterway user groups, local businesses, farmers and riparian owners, our organization serves as a positive voice in promoting our cherished lakes and a fundraising arm for project execution. We envision a future in which everyone views our lakes as the center of the community. To learn more about our work and values, please visit: cleanlakesalliance.org.

POSITION DESCRIPTION

This is a full-time (1.0 FTE), benefits-eligible position. The position reports directly to the Executive Assistant/Annual Giving Manager. Primary duties relate to the support, coordination, and tracking of Clean Lakes Alliance fundraising events and development activities. The anticipated start date is May 2017.

Major Responsibilities

- Research potential grants and other funding opportunities that can support Clean Lakes Alliance programs and initiatives.
- Write and coordinate the submission of grant applications.
- Refine and maintain procedures to effectively track pending, active, and closed grants.
- Manage and maintain databases that track the status of sponsorships and grants.
- Support all facets of implementing organizational development activities (i.e., appeal letters, donor outreach, communications with event sponsors, etc.).
- Work with Annual Giving Manager to develop and implement an annual giving campaign strategy.
- Manage special projects that tie back to large sponsorships or grants.

Preferred Skills and Experience

- College degree and/or at least two (2) years of relevant professional experience related to nonprofit development, event coordination, communications, database management, public affairs, or similar field that can translate into succeeding in this role. Nonprofit experience preferred but not required.
- Strong proficiency in writing outreach materials and grant applications.
- Highly organized with an ability to manage multiple projects and deadlines.
- A flexible, resourceful, and detail-oriented person that can work in a fast-paced environment, both independently and as part of a team.
- Outstanding interpersonal relationship skills.
- Ability to work effectively both in teams and independently with staff, interns, community partners, and stakeholders
- Proficient in the use of common software and database applications.

Work Environment and Hours

- 40-hour weeks with occasional evening and weekend work that generally corresponds with Clean Lakes Alliance-sponsored events.



Clean Lakes Alliance
Development & Grants Coordinator

- Most work is performed in a small, open office environment, with occasional off-site work during the coordination of fundraising and community-outreach events.
- Job location: Verex Plaza, 150 East Gilman Street, Suite 2600, Madison, Wisconsin 53703. On bus line and short walk or bike ride from the UW-Madison campus.

Compensation and Benefits

Compensation is commensurate with experience. Excellent benefits, including (but not limited to) 12 paid holidays, 15 vacation days (starting), employer-paid life and disability insurance, paid family-leave policy, and 100% employer-matched retirement up to 3% of salary.

Application Procedure

Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all backgrounds to apply.

To apply, please email a letter of interest, resume, and three references to Becky Mitchell at becky@cleanlakesalliance.org by **Friday, March 31, 2017**. Include "Development & Grants Coordinator Application" in the subject header. We will be reviewing applications immediately following the deadline, and hope to begin interviewing a select number of top candidates by the second week in April.