A Rocha International Job Description

A Rocha International (ARI) provides leadership and coordination to the A Rocha family of conservation organizations working to show God’s love for all creation for the past 30 years and now in 19 countries. This new position, seconded to A Rocha USA (ARUSA), will help strengthen A Rocha’s capacity around the world by researching and writing grant applications to US-based funders.

Job Title Grant Writer

Responsible to ARI Director of Operations

Line Manager of NA

Relates closely ARUSA Executive Director, other A Rocha National Organization Directors, and other A Rocha staff

Job Purpose To help raise funds for A Rocha’s work around the world by researching and identifying potential US-based funding sources (foundations, governmental agencies, corporate giving programs and major donors) and writing, submitting and tracking funding proposals.

Main Responsibilities 1. Research:

1. Conduct searches of online and other sources to identify foundations, governmental agencies, corporate giving programs and individuals that might be interested in funding A Rocha’s work.
2. Ascertain requirements (fundable projects, restrictions, deadlines, format, etc.) of potential funders.
3. Learn and stay abreast of A Rocha projects and needs for funding.

2. Write:

a. Craft compelling letters of inquiry and grant applications—including project narrative, proposed budget, performance metrics, etc.--in accordance with individual funder requirements.

b. Handle all related correspondence—emails, thank you letters, etc.

3. Track:

a. Monitor databases for new funders, application deadlines, etc.

b. Follow progress of submissions.

c. Report on application status.

Minimum Qualifications Bachelor’s degree

Excellent research and writing skills

Strong math skills

Excellent interpersonal skills

Excellent computer skills (Internet, email, Word, Excel, etc.)

Ability to work with minimal supervision

Ability to collaborate with colleagues around the globe

Ability to handle multiple projects and meet tight deadlines

Understanding of and sensitivity to cultural differences

Ability to travel occasionally—in the US and abroad

Successful completion of grant writing training upon employment

Supportive of A Rocha’s biblical values and vision and willing to work within this ethos

Preferred Qualifications Successful grant writing experience

Passion for A Rocha’s mission and methods

Familiarity with global environmental issues and actors

International working or living experience

Location Bend, Oregon, USA