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| <b>Job Title:</b>      | Grant Specialist   |
| <b>Status:</b>         | Part-Time (10 to 20 hrs/wk)                              |
| <b>Classification:</b> | Non-Exempt or Contract                                   |
| <b>Reports to:</b>     | Executive Director                                       |
| <b>Pay range:</b>      | Contract (\$40-\$55/hour)<br>Non-Exempt (\$30-\$45/hour) |

### **About The Zoo Society**

The Zoo Society is a 501(c)3 non-profit fundraising organization whose purpose is to lend financial support to Point Defiance Zoo & Aquarium (PDZA).

### **Job Summary**

The Grant Specialist position is a part-time position that is responsible for locating, researching, and applying for potential funding opportunities to ensure successful budget operation. This individual will be required to provide high-quality grant proposals, contact sponsors, companies, and organizations that offer grants, and submit grants to these locations as well as completing post-award reporting.

### **Essential Responsibilities**

#### *Grants:*

- Develop and implement comprehensive grant writing strategy to reach revenue goal.
- Writing, completing and submitting grant applications.
- Cultivate existing grant/foundation opportunities.
- Identify and cultivate new grant opportunities for capital, federal, and other restricted projects.
- Create grant reports, as required by funders.

#### *Research:*

- Research prospective individual, corporate, and foundation information for current and/or future funding

### **Non-Essential Responsibilities**

- Other duties as assigned.

### **Minimum Qualifications**

- 3-5 years' experience in a similar position
- Bachelor's or Associate's Degree preferred

### **Knowledge/Skills/Abilities**

- Advanced level proficiency and experience with word processing, spreadsheets, CRM donor management database & other related business management software.
- Microsoft Office 365/One Drive proficiency required.
- Experience using grant research software
- Team-oriented, willing to step in and help wherever/whenever needed to support the organization and be comfortable in a small staff environment.
- Must have the ability to organize and prioritize multiple projects and meet deadlines with little supervision.

**Physical Factors/Working Conditions**

- Remote and occasional indoor office environment
- Occasional use of personal vehicle, with mileage reimbursement
- Medium lifting of supplies, chairs, tables, etc. (~45 lbs)

**Application Process**

To be considered for this opportunity, submit a letter of interest outlining your qualifications for the position and a resume by emailing us at [society@thezoosociety.org](mailto:society@thezoosociety.org). Please include your cover letter and resume as PDF attachments to your email and list the position title in the subject line of the email.

**Compensation and Benefits**

This position is a **10- to 20- hour per week position, by contract or hired non-exempt employee**. Final compensation is dependent on qualifications.

**Closing Date**

Until the position is filled.

**Equal Opportunity**

The Zoo Society is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or other non-related work factor as protected by law.