

GRAND TRAVERSE REGIONAL LAND CONSERVANCY

Position Title: Charitable Giving Specialist: Grants

Date: March 26, 2026

Reports To: Director of Development

Position Status: Exempt; Full-time salaried; Permanent; Includes Benefits

Salary Range: \$58,455 – \$81,837

Position Objective: This position is responsible for managing the entire grant program from prospect identification and proposal writing through award management, reporting and stewardship. They will collaborate with nearly every internal department and various project teams to ensure accurate budgeting, organizational and funder alignment and measurable program impact. This role requires strong skills in writing and is deadline driven.

Job Summary: Under the direction of the Director of Development, work with Fund Development Team to implement and continuously strengthen a comprehensive grants strategy that advances the organization's strategic and program priorities. Support the broader Fund Development team as needed.

Essential Duties and Responsibilities:

- Manage a high-volume, deadline-driven grant program including:
 - Writing and submitting letters of inquiry and grant requests
 - Developing proposal budgets
 - Preparing financial and narrative reports
 - Ensuring timely reporting and stewardship of grants
- Secure grant funding to meet specified annual operational needs and project-related fund development goals
- Maintain grants master calendar, along with all associated files and correspondence
- Identify new grant opportunities and implement strategies and methods to develop and cultivate long-term relationships with individual family, public, and private foundations
- Track and analyze key program metrics like proposals submitted, funders retained, revenue generated, etc
- Will be required to perform other duties as requested, directed, or assigned.

Supervisory Responsibilities: Supervise and support the work of volunteers and interns on appropriate projects.

Work Environment: This position is 40 hours/week, primarily in the office but there flexibility for remote work up to two days a week. Ability and willingness to travel when needed, including evenings and weekends. This work requires only minor physical exertion and/or physical strain.

Training, Education and Experience:

- Bachelor's degree or equivalent work experience.

Competency or position requirements:

- 3-5 years demonstrated success securing five- and six-figure grants
- Strong organization skills with a commitment to follow-through and particular attention to detail
- Ability to build and maintain strong working relationships with staff, supervisor(s), donors, private foundations, volunteers, Board members, and other stakeholders
- A passion for conservation, and a willingness to work with people from diverse backgrounds to advance the Conservancy's mission
- Excellent written and verbal communication skills
- Solid knowledge of Word and Excel
- Experience with Salesforce or other CRM databases preferred
- Valid driver's license and reliable transportation

Compensation Package:

The Conservancy strives to provide fair compensation, which is considerate of individual roles and responsibilities, market competitive, internally equitable, and reflective of individual performance and contribution. Annual evaluations and merit increases are based on performance. The Conservancy offers a robust benefits package including, paid vacation, sick and personal time, employer-sponsored retirement plan, health, dental, and vision insurance, and life and disability insurance.

To Apply:

Email a cover letter, resume, and three references to Brooklynne Jensen at bjensen@gtrlc.org by April 24, 2026.

This position is subject to a background check.