



NORTHWEST CENTER FOR
ALTERNATIVES TO PESTICIDES

Northwest Center for Alternatives to Pesticides (NCAP) Job Announcement: Grants Manager

Posted: September 9, 2019

Reports to: Communications & Development Director

Hours per week: 20 hours / .50FTE

Compensation: This salary position begins at 50% of the full-time equivalent (FTE) salary of \$41,600 (equaling \$20,800 when pro-rated at 50%, or \$20/hr) with the prospect of more hours if interested and as funding becomes available.

About NCAP

Founded in 1977, NCAP works to protect community and environmental health from the detrimental effects of pesticides through research, education and advocacy. NCAP understands that both pests and pesticides are a problem. We seek solutions coming from a change in approach – a difference in mindset – rather than a change in synthetic chemistry or a new product with a silver bullet and a warning label. We help people become more pest-aware and to learn to deal with pests in ways that avoid the use of pesticides that harm our health, wildlife, soil, water, and the air we breathe.

Location: The Grants Manager may choose to work out of our Eugene office or in a home office within the Northwest region. For a home office outside of the Eugene area, NCAP provides \$100 per month of additional taxable income to cover use of a home office, along with reimbursing a percentage of cell phone and Internet costs related to work use.

General Statement of Duties

The Grants Manager will be the lead for prospecting, writing, tracking, managing and reporting on all grants. The Grants Manager will also provide assistance to the Communications and Development Director in identifying new donor prospects and growing our membership base.

Grants

- Oversee all grant-related activities.
- Using the NCAP strategic plan, seek grants relevant to NCAP's program areas.
- With assistance from program and development staff, write and submit NCAP grants.
- Update and maintain a tracking system- including assigning tasks to staff - for current and future grant proposal and reporting deadlines.
- Maintain a system for foundation prospects.

Administration

- Assist with preparing revenue and other financial reports and annual budgets.
- Assist with donor prospecting and development planning.
- Assist with organizational strategic planning and visioning.

Required Skills, Knowledge, Abilities

- Bachelor's degree in related field
- At least two years experience working in a similar field
- Demonstrated skills in grant writing and non-profit fundraising
- Experience creating project budgets
- Outstanding verbal and written communication skills
- Computer proficiency with standard applications in the MS Office Suite (Word, Excel)
- Self-motivated with strong interpersonal skills and commitment to working collaboratively with staff and partners
- Detail-oriented and well organized
- Hard working and dependable, ability to manage multiple projects, set priorities and meet deadlines
- Willingness to work hard, have fun and share a good sense of humor

Exceptional Candidates Will Have Some of the Following

- Experience working for an environmental non-profit
- Knowledge of pesticide-related news and issues

Working Conditions

The Grants Manager will perform duties in an office setting at NCAP's Eugene, Oregon office or remote home office, with occasional time at community events. Work hours are flexible.

Benefits

After successfully completing a 45-day introductory period, employees working 20 or more hours per week are eligible to sign up for permanent benefits including health insurance, or a health insurance stipend for those opting out of NCAP's plan, dental insurance, holidays, sick days, and vacation. For employees earning over \$5,000 in a year NCAP contributes two-percent of gross wages to a Simple IRA for retirement. NCAP reimburses for food, lodging, and mileage related to work travel. We provide computer and other equipment for a home office.

Application

NCAP continually strives to build NCAP as an equitable, antiracist and multicultural organization where differences are seen as assets. We strongly encourage applications from women, people of color, members identifying with the LGBTQ community, individuals with disabilities and other underrepresented groups as well as covered veterans. NCAP does not discriminate based on race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information.

To apply, send a cover letter, resume and three references to Ashley Chesser, Communications & Development Director, jobs@pesticide.org.

Application close date is September 30, 2019.