



# External Funding Coordinator

Applications Due: June 10, 2024 at 5:00 PM

Posted on 5/14/2024

Apply Here: <https://bit.ly/4ako5Zp>

The Santa Clara Valley Open Space Authority seeks an External Funding Coordinator to secure and manage outside funding, leveraging the Authority's resources to increase capacity and implement the mission across all program areas of the Authority.

Our mission is to conserve the natural environment, support agriculture, and connect people to nature by protecting open spaces, natural areas, and working farms and ranches for future generations. Since 1993 the Open Space Authority has protected almost 30,000 acres of natural and working lands across the Santa Clara Valley. Our agency manages and conserves a network of open space lands and natural resources, while providing compatible opportunities for hiking, biking, and equestrian uses, with a focus on increasing equity of access to the outdoors for all our constituents.

We know our continued success depends on our employees and the work they do. We are committed to providing a collaborative and inclusive work environment that encourages growth and development; and acknowledges individual and team achievements.

## **The Ideal Candidate**

You are a mission driven individual with demonstrated experience preparing proposals and/or managing grants. You are experienced in funding-related work such as grant writing, grant administration, and budget tracking and reporting.

The External Funding Coordinator will research and track available funding sources, work closely with staff to match funding opportunities to specific project needs, and implement strategies to secure funds to achieve the Authority's project and program objectives. In this role, you will prepare proposals and related materials to support funding requests. Your strong organizational skills will allow you to support project managers through the lifecycle of awarded funding, including the finalization of agreements, tracking of expenses and reimbursements, and the completion of periodic reporting requirements. You will develop systems and maintain specialized databases for recording and tracking proposals, awards, and related information, and will ensure that budget reporting and other grant conditions are met in a timely manner.

You possess the ability to analyze information and prepare comprehensive reports and presentations. You have outstanding written and verbal communication skills, and direct experience with persuasive writing techniques to convey funding needs for projects and the impact of those projects on the Authority's mission. As an effective communicator, you are able to build strong working relationships with internal and external stakeholders, representing the Authority with professionalism and courtesy.

This position is classified as a Grants Program Coordinator, please review the complete position classification here: <https://bit.ly/4bietQa>

## **Qualifications**

The ideal candidate will possess any combination of training and experience that would provide the required knowledge, skills, and abilities. A typical way to obtain the required qualifications would be:

- Equivalent to two (2) years of college-level coursework in environmental science, writing, communication, or a related field; and
- Two (2) years of progressively responsible experience in proposal writing and/or grants administration.
- The ability to establish rapport with colleagues, partners and funders.
- Strong research skills and ability to understand the more technical elements of projects needing funding.

- Analytical thinking and the ability to understand funding agreement details and guidelines.
- Proficiency with the programs of the Microsoft Office Suite.

Note: This position is required to take and pass a pre-employment background check.

If you are excited by the opportunities and challenges offered in this position, we encourage you to apply, even if your experience is non-typical or if you are not sure you meet every one of the qualifications described.

### **Compensation & Benefits**

The salary range for this full-time, non-exempt position is \$45.73 to \$55.59 hourly, depending on experience and qualifications. To complement this salary, we offer a robust benefits package that includes medical, dental, and vision insurance for employees and their dependents – we cover 100% of the cost for these premiums. We participate in CalPERS retirement programs as well as offering a separate 457 Plan for tax deferred retirement savings. A basic life insurance policy is provided to all eligible employees with the option to purchase additional personal insurance benefits. The Authority supports a hybrid workplace, and this position may be afforded opportunities for remote work.

### **Application and Selection**

All application materials must be received prior to June 10, 2024, at 5:00 PM. To be considered for this opportunity, submit your application materials including cover letter and a self-prepared resume at the application link provided below. The Open Space Authority utilizes a robust process that will ask qualified candidates to engage in multiple steps leading up to a final panel interview. We encourage applicants to closely monitor email communication from the Authority's hiring team. Final panel interviews are tentatively set for the week of July 1, 2024.

**Go here to apply for the job:** <https://bit.ly/4ako5Zp>

### **Workplace Culture Santa Clara Valley Open Space Authority**

The staff of the Open Space Authority are passionate about conservation and driven to make an impact in the community through their work. Everyone brings a unique skillset to their role and the creative collaboration of all staff maximizes talent to realize the Authority's mission. We have established values and defined supporting behaviors that are shared and demonstrated by every employee at the Authority. Together all of these reflect the culture that makes the Authority the high performing agency that it is. We are Intentional, Respectful, Accountable, Empowering, Innovative, Collaborative, and Inclusive. You can learn more about the staff of the Authority and how everyone works together [on our website here](#).

The Open Space Authority envisions the Santa Clara Valley as a region dense with beautiful natural areas, where a vibrant network of interconnected open spaces, trails, wildlife habitats, and thriving agricultural lands enrich our communities. [Learn more about the Authority tackles these goals](#).

The Authority values Justice, Equity, Diversity, Inclusion, and Access in our work to preserve the natural environment, support agriculture, and connect people to nature:

- We have **Accessible, Collaborative, and Accountable** processes to engage the diverse communities we serve in our programs, projects, careers, and governance opportunities.
- We have **Respect** for the land and all people in our community.
- We are **Inclusive** and acknowledge current and historic land stewards.
- We **Empower** future generations of conservation leaders.
- We invite everyone to join and connect to nature with us.

*The Authority is committed to the principles of equal employment. We are earnest in our efforts to comply with all state and federal laws providing Equal Employment Opportunities, and all other employment laws and regulations. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin, religion, sexual orientation or physical disability. We are committed to creating a safe environment where people are treated with respect and appreciated for their unique differences, where issues are promptly raised and resolved and where communication flows across all levels of the agency.*