



Institutional Giving Associate (part-time) **Fairfield, CA**

The Organization – www.bird-rescue.org

Founded in 1971, International Bird Rescue is an accomplished not-for-profit organization dedicated to mitigating human impact on sea and water birds, worldwide. Whether our patients are oiled (e.g., Deepwater Horizon spill in 2010), orphaned by human encroachment on habitat, injured from fishing line, or struck by a car, we're here to help! Our core work is the rescue and rehabilitation of oiled, sick, injured, and orphaned aquatic birds, supported by a corps of impassioned volunteers. We manage two year-round aquatic bird hospitals in California (near LA and SF Bay), as well as a wildlife response center in Alaska.

Your Mission

Reporting to the Executive Director (until a Development Director is hired), you will be responsible for individual and major gifts, institutional fundraising, and special projects such as events, as they arise. We are currently building out the team and your pioneering spirit, adaptability, and willingness to work hard will be the keys to success. This is a new role and a matching role will be filled in our Southern California location. This is an ideal role for someone who has grantwriting experience and wants to go deeper with an internationally known brand and strong history of programmatic success. The position has to potential to grow into a Manager role after a period of success in the role.

Core Responsibilities

- Identify and pursue grant opportunities from foundations, corporations, governmental agencies, and others
- Verify, maintain and update proposal records in our information system; follow up and resolve discrepancies independently
- Work with programs staff to develop accurate and effective proposals
- Provide superb customer service by replying to grantor requests with timely and accurate information and reports

Your Qualifications

- At least three years of grant writing experience; Bachelor's degree
- Good attitude, strong work ethic, creative team player, sense of humor, willing to fill in as needed
- Excellent organizational, computer, problem solving skills with superior attention to detail
- Comfort with (and interest in) data as a tool for change, and experience with Raiser's Edge is strongly preferred
- Excellent interpersonal, verbal and written communication skills
- Passionate about nature, birds and the environment

Compensation and Benefits

- Flexible work schedule with work-from-home privileges, with a preference for 2-3 days per week at the center
- Base salary, paid time off; paid holidays and (if full-time) benefits package including health, dental and vision insurance