



THE AMERICAN CHESTNUT FOUNDATION®

About TACF

Founded in 1983, The American Chestnut Foundation (TACF) is a nonprofit scientific research organization headquartered in Asheville, NC, with 16 volunteer state chapters and three regional science offices located in Charlottesville, VA, Burlington, VT, and State College, PA. We have planted and researched thousands of hybrid and wild-type American chestnut trees at our Meadowview Research Farms in SW Virginia, and through our work planted 500,000+ trees in over 500 orchards across the chestnut's native range.

TACF has more than 60 formal partnerships with academia, government agencies, and private landowners and is recognized as a lead organization for tree species restoration. 94% of our research and operations funding is through private philanthropic foundations and generous individuals dedicated to the restoration of the American chestnut to the Eastern U.S. forests.

***Our Mission** is to return the iconic American chestnut to its native range.*

***Our Vision** is a robust eastern forest returned to its splendor.*

***TACF's Values:** Optimism, Patience, Science-Based Decisions, Integrity, Innovation, and Collaboration*

Position: Grants Manager

Full-time permanent position with a robust benefits and hybrid work options

Position Location: TACF National Office, Asheville, NC - *Remote location options negotiable*

Reporting to: CEO

Salary Recruitment Range (DOE): \$ 49,000 - \$60,000 annually *TACF is a living wage employer*

The American Chestnut Foundation (TACF) seeks to hire a motivated Grants Manager who will be responsible for all aspects of raising support from foundations, corporations, and government sources requiring proposals for both unrestricted operating revenue and restricted projects.

Reporting to the CEO the Grants Manager works with TACF staff, board members, chapters, volunteers and partners to help find grant opportunities to fund projects and programs of TACF.

TACF's COVID Statement:

Due to the ongoing pandemic at the time of this job posting, TACF requires all employees to be fully vaccinated against the COVID-19 virus, unless a legal exemption applies. Dependent upon future interactions with the public or at professional meetings, mask-wearing may also be required.

General Responsibilities

- Develop and prioritize projects and proposals; meet and work with staffs to elicit projects and programs that need support; manage meetings to vet projects and programs and set priorities for funding
- Develop and foster relationships with institutional funders
- Generate proposals for unrestricted funds, specific projects and overall programs
- Write all budgets, reports, and other ancillary materials

- Manage existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations
- Monitor and manage grants income goal
Assist with other fundraising projects and tasks as requested
- Research new foundation funding sources with a focus on conservation, environmental protection, or forest health
- Send letters of inquiry to these new sources to seek proposal invitations
- Practice and promote TACF's commitment to Justice, Equity, Diversity and Inclusion (JEDI)

This description is not designed to be a complete list of all duties and responsibilities required for this job.

Knowledge, Skills, Abilities

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build collaborative relationships with stakeholders, including Board of Directors, chapter leadership, volunteers, the public, and TACF staff
- Exemplary written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Ability to work independently and take initiative on new projects
- Efficient in an environment with evolving priorities
- Proven ability to handle confidential information with discretion, adaptable to various competing demands, and demonstrate the highest level of customer service

Qualifications

- BA in related area of study
- Minimum of three years of experience with grant writing and fundraising
- Proven track record of raising money from foundation and government sources
- Previous experience with non-profit fundraising preferred
- Knowledge of fundraising techniques and strategies
- Excellent communication skills, both oral and written. Ability to clearly communicate in writing complex scientific goals in compelling, accessible language
- Excellent computer skills with all Microsoft Office programs
- Experience with budget development and monitoring
- Knowledge of contracts and agreements preferred
- Valid driving license and insurance
- Willingness to work some weekends and travel as required

Benefits

In addition to a great culture, TACF offers a robust benefits package to support employees and their families! Benefits include health, vision, dental, and life insurance, as well as flexible spending account (FSA) options. Benefits begin the first day of the month following hire.

TACF also offers a 403(b)-retirement plan, including 5% company match contributions after two years of service, to help your long-term financial plan grow quickly. In addition to thirteen paid holidays annually, TACF offers ten paid sick days and two weeks of paid vacation which increases with tenure and performance.

Application Process

Interested candidates must include an email address and phone number, and should email their resume, cover letter, and professional references to tacfjobs@acf.org with the job title in the subject line. No phone calls will be accepted. Application close date is July 10, 2022 We will acknowledge receipt of all applications.

TACF is an Equal Opportunity Employer and is committed to providing an equal opportunity to all qualified individuals who are seeking employment, and to all current employees. A Justice, Equity, Diversity, and Inclusion (JEDI) ethic is a priority and is being continually integrated into TACF's corporate culture which is dedicated to supporting a diverse, inclusive workplace. TACF does not discriminate based on race, religion, color, sex, age, national origin, marital status, sexual or gender preference, veteran status, disability, pregnancy or related condition, ancestry, medical condition, physical handicap, or any other protected class or status.

TACF is a certified living wage employer dedicated to a just and sustainable economy.