Grants Associate Job Description

Title: Grants Associate
Department: Development
Reports to: Director of Institutional Partnerships
Status: Full-Time, Permanent, Non-Exempt
Location: Remote office – can be located anywhere in the US
Timeline: Position will ideally start June 2022
Compensation: Starting salary between $60,000-65,000 annually based on experience; A competitive benefits package includes full health, vision, and dental insurance, IRA contribution, vacation time, paid holidays, and sick days, and flexible schedule.

Experience: 1-5 years grant writing experience

POSITION OVERVIEW
Health In Harmony is pursuing ambitious program and revenue growth and has a strong commitment to donor stewardship and submitting timely, high-quality grant applications and reports. The position will be responsible for writing grants, writing reports, and stewarding donors. The ideal candidate will have experience with writing and managing large grants ($500,000+) and government grants, a keen eye for detail, knowledge of grant prospecting, interest in helping the organization grow its grants program, and is good at meeting deadlines. This role has the opportunity to grow and scale over time.

ESSENTIALS OF THIS ROLE
- Excellent writing and communication skills; including experience writing and designing innovative grants with an eye toward sustainability and cutting-edge trends in the donor landscape
- Experience prospecting for new grant opportunities and following up on leads from other staff members
- Ability to work with our online grants database to keep it up to date and current

EXPERIENCE AND KNOWLEDGE
- 1-5 years working experience in grant writing and prospecting in a non-profit; working knowledge of current grant writing best practices
- Experience writing and capturing government grants
- Ability to work in excel to develop grant budgets
- Proven ability to seek out new ideas and ability to implement new initiatives
- Experience using Canva or other design software for laying out reports and proposals
- Ability and experience working in (and/or virtually with) communities in other countries, preferably in emerging economies and low-resource and rural settings

DEMONSTRATED SKILL
- Technical writing
- Logical Framework (Logframe) development
- Coordinating activities with other internal departments and/or external organizations
Preparing complex reports, analyses, and financial statements
Analyzing and interpreting complex financial and accounting information
Managing complex projects
Monitoring compliance with applicable proposals, policies, procedures, rules, and regulations
Working with diverse academic, cultural, and ethnic backgrounds of our local and international staff
Utilizing computer technology for communication, data gathering, and reporting activities
Ability to work efficiently in a remote work environment

PERSONAL TRAITS
Must be passionate about environmental conservation and community-driven development
Must have patience and respect for our grantors, international partners, and supporters; ability to be a front-line of the organization and our grantor point-of-contact in a friendly and professional way
Detail-oriented and highly organized
Strong initiative, drive, and self-management to initiate and complete projects; seeking out resources and collaborating as needed
Humility, flexibility, and willingness to test, shift your thinking and try something new
Able to work in a small team environment – helpful, dependable, respectful, approachable
Awareness and skills to create an equitable and inclusive work environment
Excitement and commitment to be part of an innovative and rapidly growing international organization

APPLICATION PROCESS
Please send a cover letter and resume to careers@healthinharmony.org. Please use Grants Associate in the subject line.

ABOUT US
Health In Harmony is an award-winning, international NGO with a proven model to reverse rainforest loss that leads to a thriving planet for us all. Using the innovative process of Radical Listening, we collaborate with the experts - Indigenous Peoples and Local Communities (IPLCs) - to design planetary health solutions, in which we then invest. Health In Harmony’s investments in rainforest communities improve both human well-being and rainforest integrity. We currently work in Indonesia, Brazil, and Madagascar to protect 8.8 million hectares of rainforest to address the climate and nature crises. We are currently scaling our model pan-tropically to enable protection of the flora and fauna in all of Earth's 1.84 billion hectares of tropical rainforest.

Health In Harmony is an equal opportunity employer and is committed to equity as a core organizational value. Applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. Applicants from diverse communities and communities of color are strongly encouraged to apply.