  
  
Position: Finance and Grant Specialist; Contract; Part-time (40-50 hours/month)

Location: Remote, with preference for Kamloops, BC

The Grasslands Conservation Council of British Columbia (GCC) was founded in 1999 by various groups and individuals concerned with threats to the grasslands of British Columbia. The Council is dedicated to the conservation and stewardship of these imperiled grasslands throughout the province.

The Board and its members work to build a better understanding of the social, economic, ecological, and cultural values of grasslands, and aim to provide methods and tools to better care for them. We pursue a vision of healthy, life-sustaining grasslands in British Columbia for current and future generations.

**FINANCE AND GRANTS SPECIALIST**

Reporting directly to the Executive Director (ED), the Finance and Grants Specialist will work with the ED, the GCC Board of Directors and its members to successfully coordinate, manage and deliver the organization's activities according to the strategic and operational direction set by the GCC Board.

This position is accountable for assisting in grant and project management, membership tracking, fundraising, and financial administration:

* Research funding opportunities and apply for appropriate grants
* Managing contracts for GCC projects
* Works with the Board and volunteers to build GCC membership and promote and track donations;
* Responds to other priorities as determined by the Executive Director and Board.

**Priority Duties and Responsibilities include:**

● Research funding sources and write funding proposals

● Project management,

● Contract management

● Work closely with Bookkeeper on banking and financial record keeping

● Ensure that documentation for Charity and Society Status is completed annually

● Maintain the member management system

● Develop and maintain a donor recognition system

● Maintain record keeping, database management and GIS oversight,

● Ensure that Board business files are organized and securely stored.

● Support the Board by making logistical arrangements for meetings.

● Communicate with members, partners and stakeholders

● Identify and advise the Board regarding risks to the organization

● Ensure that the Board. organization and contractors carry appropriate insurance coverage.

**Personal Qualities**

You are energetic and highly organized; honest and trustworthy; respectful and diplomatic; and possess cultural awareness and sensitivity. You continually demonstrate sound work ethics.

**Required Qualifications**

* Exceptional written, verbal and visual communication skills.
* Experience in successful grant writing and management
* Strong interpersonal and administrative skills.
* Experience using MS Word, Excel, PowerPoint and managing databases.
* Ability to work independently, and as part of a team
* Ability to diagnose, analyze and solve problems.
* An interest in grasslands and conservation

**Preferred Qualifications**

* Bookkeeping experience
* Experience working for non-profit organizations
* Conservation or environmental management experience.
* Desire to work longer term in a part time role in conservation

Visit the Grasslands Conservation Council of B.C. website (www.bcgrasslands.org) for more information on this opportunity.