

Keystone Symposia Grants Administrator

This position will provide support for corporate, foundation and federal grant funding. This role will help drive revenue growth by assisting, securing and administering strategies for donor acquisition, retention, and cultivation. Responsibilities include prospecting, identifying, soliciting, negotiating, and securing sponsorships, primarily via grants. Coordinates the pre-planning, preparation, submission and the close-out administration of various grants and letters of request. Maintains an active and current grants cycle calendar. This position will collaborate with the Federal Grants and Development teams, working with and reporting to the Director of Corporate Relations on all aspects of corporation, foundation, federal and other fundraising. The Grants Administrator will seek to both maintain and expand mutually beneficial, long-term partnerships with existing and potential donors that can offer revenue support to Keystone Symposia. This position requires a person who is extremely well organized and detail-oriented, able to handle multiple projects, and multi-task in a fast-paced environment. The Grants Administrator is an ambassador of Keystone Symposia and the ideal candidate will be a collegial and entrepreneurial team player with the ability to engage, influence, and persuade others.

The Grants Administrator reports to the Director of Corporate Relations. Working in our Silverthorne office at least 2 days/week is required.

DUTIES & RESPONSIBILITIES:

- Coordinates the planning and preparation of grant proposals and funding requests
- Prepares and compiles components of grant submissions, ensuring the proposal is formatted and submitted in accordance with each grant portal's rules & regulations. Ensures support with all aspects of all grants and grant cycles, with close-outs and analytics, and that data is shared in accordance with the award policies.
- Collaborates with the Development and Federal Grants teams on the grant application process, including submission of letters of inquiry, sponsorship proposals, and funding reports for new and existing sponsors.
- Manages relationships with corporate partners to ensure benefits are executed end to end and explores potential growth/up-sell opportunities.
- Responsible for developing and stewarding a portfolio of relationships with funding ranges from \$1,500 to \$25,000, to providing vital funding for our mission, including fulfillment, renewal, and continued growth of partners.
- Helps manage meeting exhibitor participation, including prospect and prior donor outreach, new donor onboarding, fulfillment of all promised benefits, and creation of quality experiences for exhibitors through communication and on-site management.
- May occasionally accompany the Director of Corporate Relations and/or the CEO/CSO on select donor visits; may travel independently to meet with existing and prospective donors and to manage exhibitors.
- Influences and drives strategy for best fundraising practices in collaboration with the Development and Federal Grants teams.
- Demonstrates fundraising competence and desire for growth and professional development.
- Other duties as assigned.

REQUIREMENTS:

- A four-year college degree is required, B.S. in biological sciences is preferred.
- One to three years of similar or related grant funding experience is required.

- Should have strong communication, writing skills, and ability to anticipate, recognize, and solve problems.
- Proficiency in prioritizing tasks, thinking strategically, and using strong project and time management skills.
- Able to work independently with good judgment, as well as work with multiple departments on larger partnership initiatives and new business projects.
- Must remain alert to upcoming deadlines and finalize proposals and accompanying materials in time to comfortably meet these deadlines.
- Must have commitment to quality, donor-oriented service.
- Must be outgoing, friendly, and personable; comfortable networking in a variety of situations and meeting with and relating to new people.
- Ideal candidates will be flexible generalists with strong analytical skills and, a commitment to relationship-based fundraising practices.
- Availability to occasionally work outside of office hours and on weekends.
- Ability to read and write about scientific and technological topics is a plus but not required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

The salary range starts at \$55,500/year and the position is full-time (40 hours per week), year-round with benefits. Working in our Silverthorne office at least 2 days/week is required.