

# ALASKA ENDEAVOUR

A Science, Conservation, and Education Nonprofit

[www.AlaskaEndeavour.org](http://www.AlaskaEndeavour.org)  
[admin@AlaskaEndeavour.org](mailto:admin@AlaskaEndeavour.org)

## Job Posting

**Position:** Grant Writer

**Date Posted:** May 1, 2023

**Work Location:** Remote

**Reports to:** Executive Director

**Pay:** \$35 per hour for the first year

**Status:** Part-time, contract position. Approximately 10 hours per week for the first week or two, then 10 hours per month thereafter.

**Schedule:** Choose your own hours.

**Benefits:** Option to join one of our expeditions, space permitting.

### Position Description:

The grant writer researches new grants, writes proposals and submits applications for restricted and unrestricted operating revenue for Alaska Endeavour. The Grant Writer monitors existing and new grants for compliance and prepares and submits grant reports, represents the organization, and stewards relationships with grantor contacts. Ideal candidate will have demonstrated interest in experiential learning, conservation, education, science, and Alaska. This is a contract position.

### The Organization:

Alaska Endeavour is a small, growing, and evolving organization whose mission is to support conservation, education, and science by hosting natural history expeditions on our research vessel for high school student groups and for researchers throughout maritime Alaska. Learn more at [www.AlaskaEndeavour.org](http://www.AlaskaEndeavour.org).

### Primary Duties and Responsibilities:

**Prospecting** - Carry out prospect research on corporations, agencies, and foundations, and analyze each grant funding opportunity to determine a possible match with the organization's needs.

**Writing and Submitting Grant Proposals** - Responsible for conducting a full range of activities required to prepare, submit, and manage grant proposals to foundations and corporate sources.

**Reporting and Stewardship** - Create and implement a development calendar for research, writing, submitting, and reporting for grants. Create and cultivate relationships with grantor contacts, provide any written updates, and schedule appointments if needed with foundations or grantors to ensure support throughout the process.

Note: This job description is not intended to be all-inclusive and the employee may perform other duties as appropriate.

**How to Apply:**

To apply or make inquiries, email your questions or your resume, brief cover letter, and writing sample, to [Admin@AlaskaEndeavour.org](mailto:Admin@AlaskaEndeavour.org). Resume reviews begin immediately.

**Equal Opportunity Employment:**

Alaska Endeavour is an equal opportunity employer. Hiring decisions are based on merit and business needs, and not on the basis of race, sex/gender, religion/creed, pregnancy, age, physical or mental disability, marital status, national origin, genetic markers, military or veteran status, sexual orientation or any other characteristic protected by federal, state or local law. Native Alaskan, People of Color, and members of the LGBTQ+ community are strongly encouraged to apply.

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