



Coastal Bend Bays & Estuaries Program, Inc.

615 N. Upper Broadway, Ste. 1200, Corpus Christi, TX 78401-0749 • (361) 336-0304 • (361) 400-5326 (fax)

Project Manager

Position Open Until August 25, 2017

GENERAL INFORMATION:

The Coastal Bend Bays & Estuaries Program (CBBEP) is seeking an enthusiastic and highly organized person with a strong work ethic for the position of a Project Manager who will be responsible for grant writing and partnership development. CBBEP is a local non-profit 501(c)(3) organization and has a mission to protect and preserve the health and productivity of the bays and estuaries along the Texas Coastal Bend. This full-time salaried position is based in Corpus Christi, Texas. The successful candidate will report to the Executive Director.

RESPONSIBILITIES INCLUDE (but are not limited to):

- Coordinate with staff and Board of Directors to cultivate individual, corporate and foundation prospects. Present the CBBEP mission to potential donors to develop partnerships.
- Research available grant and donor opportunities.
- Work with CBBEP staff to draft and submit grant proposals.
- Manage grants-related administrative tasks, recordkeeping and correspondence.
- Maintain a tracking system to monitor the status of grant proposals, including deadlines, submissions, responses, and reporting requirements.
- Maintain current data on CBBEP's work as background information for proposals and reports.
- Work closely with the Communications Manager to create outreach and marketing materials.
- Sending thank you letters, donation receipts, follow up communications and complimentary materials to donors.
- Provide general support to Executive Director.

QUALIFICATIONS:

- Bachelor's Degree or equivalent experience required. Advanced science degree preferred.
- Experience writing grant proposals, reports, donor correspondence and/or marketing materials in a nonprofit environment, particularly within the environmental conservation field.
- Excellent grammar and strong research skills needed.
- Ability to create grant application materials such as maps and other supporting materials.
- Must be highly self-directed and able to work independently.
- Ability to manage multiple tasks.
- Proficient in Microsoft Office Suite required.
- Experience using application databases such as Grants.gov, etc.
- Excellent communication and research skills, will be extremely organized, strategic, disciplined and will possess a strong work ethic.
- Knowledge of Coastal Bend natural resource conservation issues required.
- Committed to the mission and values of CBBEP.

TO APPLY: Please email cover letter, resume, and salary requirements to info@cbbep.org. No phone calls please. CBBEP is an Equal Employment Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnicity background, disability or any other characteristic protected by law.