



**Lions Tigers & Bears**  
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Alpine, CA 91901  
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[www.LionsTigersAndBears.org](http://www.LionsTigersAndBears.org)  
Tax ID # 33-0938499

## Job Description

### Grants Specialist

Reports To: Director/Founder  
Status: Contract  
Work Location: Remote/Hybrid

The Grant Specialist (GS) is responsible for managing end to end, grants awarded through federal, state, city, and charitable foundations. The GS will research and develop grant opportunities, proposals, letters, and requests for funds to support the sanctuary. In addition, the GS will track, report, and provide progress as required by the grantors. This position works closely with LTB leadership to determine ongoing grant opportunities that will support the work of Lions Tigers and Bears.

### **Essential Duties and Responsibilities**

#### Research and Technical Writing:

- Responsible for researching new grant opportunities that align with Lions Tigers and Bears mission, vision, values, and strategic plan.
- Research, identify and qualify local and regional grant resources.
- Stay abreast of program developments and funding needs.
- Write compelling, persuasive, and well-structured grant narratives.
- Work with Director to identify and develop strategies around foundation funding for special projects and/or capital needs.

#### Grant Administration:

- Oversees the maintenance of accurate and timely reports, reporting calendar, and overall grant pipeline.
- Improves proposal writing results by evaluating and re-designing processes, approaches, and coordination with Director.
- Works closely with Director to ensure that financial reports submitted with grant proposals are accurate and complete.
- Ensures timely reporting for any grant deliverables as required by grantors.
- Reports regularly to Director to provide status for ongoing, anticipated, and/or proposed grants.
- May be required to attend in-person meetings as requested.

### **Required Knowledge, Skills, and Experience**

- **Education:** A bachelor's degree or a combination of experience, education and training that would provide the equivalent knowledge and abilities.
- **Experience:** 2+ years of professional experience in grant writing with a proven track record of success.
- Experience developing and managing budgets. Strong understanding of financial reporting.
- High level of research, writing, proofreading, and verbal communication skills.
- Highly detail-oriented and can maintain systems for grant tracking, deadlines, submissions, applications, works in progress, budgets, grant fulfillments, and reporting deadlines.
- Competent with Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and communication platforms.
- Excellent written, oral, interpersonal and presentation skills.
- Experience working with non-profit organizations and a passion for obtaining resources for humanitarian causes.

**Please send resumes and inquiries to [admin@lionstigersandbears.org](mailto:admin@lionstigersandbears.org).**