



**Senior Portfolio Managers (2),
Foundation & Government Grants
Washington, DC**



Using best-in-science solutions to protect
the oceans that sustain life on our planet



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Ocean Conservancy's Mission

The ocean is central to the most important food, energy, and resource challenges of the 21st century. Oceans produce the air we breathe, the food we eat, and the water we drink. It also provides a home for the creatures we love and places where people both work and play. Yet it is also a system under severe stress. Ocean Conservancy mobilizes science-based solutions to tackle critical conservation challenges facing the world's oceans. It conducts leading research; collaborates with partners to strengthen ocean health; mobilizes citizen advocates to facilitate change; supports efforts that benefit people who depend on the ocean for food, jobs, and recreation; and works to secure sound policy decisions that sustain the planet and improve lives. Ocean Conservancy's staff of nearly 100 is positioned across the country in key geographies, including Washington, D.C., California, the Gulf of Mexico, and Alaska. Staff work on a range of specific issues:

Trash Free Seas

For over 30 years, Ocean Conservancy has led the International Coastal Cleanup, the world's largest volunteer effort to remove trash from beaches and waterways. To keep garbage from reaching the ocean in the first place, its Trash Free Seas Alliance brings industry, non-profits, and academia together to find lasting, innovative solutions to the problem of ocean pollution.



Sustainable Fisheries

Most of the world's population depends on seafood as its major source of protein. But the ocean's supply can't keep up with growing human demands. Ocean Conservancy's partnerships with fishers have led to new policies to help make fish plentiful now and in the future. As a result, we have begun to turn the corner on overfishing: red snapper are recovering in the Gulf of Mexico and lingcod are coming back on the Pacific Coast.



Restoring the Gulf

When the BP disaster hit the Gulf of Mexico, Ocean Conservancy mobilized its Gulf team to hit the ground running and the team has not let up—demanding that billions in BP funds be put to good use rebuilding the region. Ocean Conservancy has redoubled its efforts to restore this fragile and important ecosystem and the local communities that depend upon a healthy ocean for their livelihoods.



Confronting Ocean Acidification

As more carbon dioxide is absorbed in ocean waters, the ocean becomes more acidic, threatening the basic building blocks of ocean life. Ocean Conservancy is working with business and government partners to raise awareness of the threat and to promote local actions that combat acidification and support affected coastal communities.



Smart Ocean Planning

Coastal areas produce millions of jobs and billions of dollars, but competition for marine resources is rising. Ocean Conservancy advocates for smart planning that brings ocean users together to map out fishing grounds, shipping lanes, tourist hotspots, wildlife migration routes, and more—all in order to balance ocean uses and protect marine ecosystems.



Protecting the Arctic

Home to whales, seals, polar bears, and more than four million people, the Arctic is also a vital regulator of climate, fresh water flows, and ocean currents for the entire planet. But it is under pressing threat from global warming, industrial activity, and ocean acidification. Ocean Conservancy works to educate citizens and decision-makers about what is at stake and to advocate for science-based solutions to keep the Arctic healthy and clean. This effort includes pressing for measures to prevent oil spills and make shipping safe.



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The Fundraising Program

The Foundation and Government Relations team at Ocean Conservancy is a critical part of a Resource Development department with four other units: Individual Giving, Planned Giving, Corporate Partnerships, and Membership. Led by Director Kelly Luck, the team houses four of the department's 20 total staff.

Program Success

The team has enjoyed great success working with a robust community of foundation and government donors. Today, those donors contribute a mix of restricted and unrestricted support that generates approximately \$8 million of Ocean Conservancy's total annual contributions of \$31 million. With contributions from family and public foundations, as well as from government agencies, the Foundation & Government Relations team has wide latitude to expand contributions to a tremendously important and rewarding cause. While the U.S. government is reevaluating its approach to environmental sustainability and grant-making, the work of Ocean Conservancy is increasingly global in nature and the Foundation and Government Relations team is currently assessing growth potential from both bilateral and multilateral funders.

This success has depended on effective collaboration with staff throughout Ocean Conservancy. The Foundation and Government Relations team has a unique perspective on the entire organization as it harnesses the talents of program scientists, the executive leadership team, and communications and finance colleagues—among others—in order to ensure timely and targeted communication to foundation and government partners and the maintenance of strong and healthy relationships with them. The team also works closely with Ocean Conservancy's other revenue units to maximize opportunities and ensure high-quality, donor-centered approaches to fundraising.

Frequently working behind the scenes to orchestrate business generation and portfolio management, the Foundation and Government Relations team is a fast-paced, mission-driven group of professionals with expertise in cultivating a wide range of philanthropic institutions. The team identifies opportunities, facilitates relationships between appropriate Ocean Conservancy staff and foundation representatives, and produces the steady volume of documents required to secure and steward large grants.



Kelly Luck has more than 20 years of experience in the environmental sector and brings the expertise of a former environmental program director to her fundraising leadership. Kelly managed grant making for the Minnesota Office of Environmental Assistance and led foundation relations at American Farmland Trust before joining Ocean Conservancy, where she has directed foundation and government relations for the last nine years. A results-oriented leader, Kelly respects the varied styles of her team members while keeping the team focused on meeting program deadlines and goals.



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The Opportunity

Ocean Conservancy is hiring two Senior Portfolio Managers, Foundation and Government Grants, to provide comprehensive portfolio management for a docket of foundation and government donors, including overarching relationship management, grant writing and reporting, and donor record maintenance. Reporting to the Director of Foundation and Government Relations and working on an assigned set of programmatic areas, the Senior Portfolio Manager works across Ocean Conservancy's fundraising, programmatic, finance, and communications teams to meet tight document submission deadlines and facilitate direct communication between funders and program staff. In both document preparation and staff guidance, s/he ensures that science and policy language is translated into accessible, compelling, and informative material for target audiences. The Senior Portfolio Manager's specific responsibilities include:

Prospecting and Fundraising Strategy

- ❖ Work with the Director of Foundation and Government Relations, both within and outside the annual revenue projection process, to develop comprehensive fundraising strategies to meet the annual revenue goal, which averages \$8M/year.
- ❖ Create and execute an annual prospecting strategy, researching and identifying new U.S. and international government and foundation grant opportunities in order to diversify and expand the current donor base.

Portfolio Management

- ❖ Lead all aspects of portfolio management, including the adoption of effective cultivation, solicitation, and stewardship strategies, for a robust docket of foundation and government donors.
- ❖ Develop compelling cases for support in ways that convey the impact and imperative of Ocean Conservancy's programmatic initiatives: this work includes but is not limited to preparing a high volume of proposals, letters of inquiry, grant reports, email correspondence, presentations, and acknowledgment letters; responsibilities include drafting original copy, copyediting and proofreading, and formatting documents.
- ❖ Manage the grant calendar and the development and submission of customized documents to foundation and government funders, including document preparation and the assignment and tracking of document components to Ocean Conservancy staff.
- ❖ Ensure continuity in and accountability for relationship management by tracking funder contacts, funder profiles, proposal and reporting deadlines, and philanthropic commitments, using both Raiser's Edge and hard-copy files.

Collaboration with Ocean Conservancy Staff

- ❖ Plan and facilitate interdepartmental meetings with senior program staff to identify and prioritize project needs and key messages for funders.
- ❖ Develop research briefs and talking points that prepare senior staff for meetings and phone calls with government officials and foundation representatives.
- ❖ Work with finance staff and program staff to prepare project budgets and financial reports and ensure compliance with requirements for various government grants; includes working with financial staff to track and manage project budgets and to monitor expenditures of grant funds.
- ❖ Work with Ocean Conservancy staff to identify and establish relationships with additional prospects and to deepen their involvement in fundraising.



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The Candidate

To succeed at Ocean Conservancy, the Senior Portfolio Managers must have exceptional writing and project management skills and must be diligent about meeting hard deadlines. The strongest candidates will combine these skills with experience in global or domestic policy advocacy, an ability to stay current on a dynamic body of program work, and an understanding of how to grasp and communicate core programs as well as impact and results. The Senior Managers should ideally have an existing ability to conduct research and outreach for new partnership development and to design effective stewardship strategies for existing donors. They will be internally motivated, able to build productive relationships with a wide variety of stakeholders, and good at bringing hustle and discipline to a multi-tasking work environment.

Background

- ❖ Prior experience within an organization conducting scientific research and/or public policy advocacy.
- ❖ Experience in a non-profit development department is preferred.

Skills and Accomplishments

- ❖ Minimum of five years of experience writing for multiple concurrent projects on strict deadlines and according to specified guidelines.
- ❖ Exceptional written communication skills in all dimensions, from the capacity to compellingly articulate complex ideas to a variety of audiences to the ability to edit for fine questions of grammar; knowledge of AP style is a plus.
- ❖ Demonstrated ability to manage a complex production, editing, and submission process that coordinates the contributions of multiple teams across an organization.
- ❖ Experience working collaboratively with senior management and research staff to translate technical subject matter knowledge into readable and compelling messages for a general audience.
- ❖ Experience reviewing budgets and financial reports and incorporating financial information into proposals and reports.
- ❖ Prior experience writing grants and an understanding of federal rules and regulations relating to grant and contract activity are preferable.
- ❖ Strong computer skills; experience with prospect research tools and funder databases (including *Raiser's Edge*) is preferable.
- ❖ Basic familiarity with environmental issues and policy is useful; international experience is a plus.
- ❖ Bachelor's Degree in a relevant field (degree in English a plus) or equivalent related experience.

Personal Characteristics and Work Style

- ❖ Commitment to continuous learning and to comprehending and discussing research in a policy-driven environment.
- ❖ Meticulous attention to detail and strict adherence to deadlines and guidelines.
- ❖ Comfort organizing and dividing time across multiple competing priorities.
- ❖ Ability to work occasional evenings and weekends as demanded by a deadline-driven environment.
- ❖ Highly collaborative, with an appreciation of the benefit of a multi-disciplinary team approach.
- ❖ Personable and passionate in a mission-driven organization.



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To Apply



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Questions, résumés, and CVs should be sent to
search@driconsulting.com

All first-round interviews for this position will take place at Development Resources, *inc.* at 1820 N. Fort Myer Drive, Suite 702, Arlington, VA 22209, (703) 294-6684, or via telephone/video conference.

DRi is an executive search and development consulting firm that places senior leaders and works with them to design bold strategic plans and powerful fundraising programs.

Ocean Conservancy is an Equal Opportunity Employer. All persons, regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation shall have equal access to positions, limited only by their ability to do the job.



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