

Position Title	Foundations and Grants Manager
Business Unit	Client Engagement
Manager	General Manager Client Engagement
Direct Reports	NA
Location	Washington, DC preferred
Role type	1.0 FTE
Significant relationships	Liaise and engage with: <ul style="list-style-type: none"> ■ Commercial, Advocacy and Client Engagement teams to lead the development of proposals for, and the reporting on, grant funding; and ■ Foundations, and potential foundation prospects, with the aim to secure grant funding.

Position purpose

The Global CCS Institute is diversifying its sources of income, supplementing its membership and consultancy revenue with revenue from grant-making organizations. The Foundations and Grants Manager is responsible for building up this element of our business by establishing relationships and securing grants from private, government and multi-lateral organizations globally to support our mission.

While foundation funding activity is primarily based in North America, the scope of this position is global. The successful candidate will be expected to identify and pursue opportunities for foundation funding around the world.

Key responsibilities

- Establish and execute a strategy for securing grants aligned with the Institute's strategic priorities, incorporating your knowledge of the sector and prior work completed by the Institute
- Research and identify foundations that may provide funding to support the deployment of carbon capture and storage
- Build and nurture relationships with key foundation decision-makers
- Leverage existing relationships held by the Institute's board, leadership and staff to connect with key foundation leaders and program managers
- Identify and attend events to engage with potential donors
- Develop and present proposals to foundations for specific projects, and/or general support grants, in partnership with the Institute's technical experts and business leaders.
- Secure funding and negotiate terms, within the boundaries of company structure and policies, and aligned with commercial expectations
- Achieve revenue targets established for grant funding
- Manage grant contracts and reporting requirements, in consultation with Institute colleagues as required, ensuring deliverables meet expectations of the funders
- Communicate activities, progress and obstacles of grant funding to the Leadership Team
- Perform other duties as required



Skills and experience

Essential

- Experience in foundation fundraising, including a track record of success in securing foundation grants and developing an extensive foundation portfolio
- Strong professional writing skills with demonstrated experience in writing proposals and donor communications
- Demonstrated ability to build and cultivate foundation relationships by understanding the interests and motivations of foundations and donors
- A solid understanding of energy and climate change
- Demonstrated ability to work effectively in a team setting, and across organizational boundaries

Desirable

- Experience in and a strong understanding of carbon capture and storage, and the role it plays in climate change mitigation
- Experience working in a global organisation with a matrix structure

Values

Our Values define our culture and guide us internally in our day-to-day work. Each Value is supported by examples of positive and negative behaviours. These are examples only and not an exhaustive list of supporting behaviours.

<p>Quality - We strive for excellence in all that we do. For our Members and clients, we are a trusted, knowledgeable and responsive partner known for exceptional advice and service delivery.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> — Achieves high standards — Improves the way things are done — Work is accurate and timely — ‘Gets under the skin’ of issues and seeks ways to add value — Uses systems effectively e.g. CRM — Allocates resources appropriately towards achievement of the Institute’s objectives — Shows awareness of task interdependencies and monitors tasks to ensure optimal results 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> — Misses deadlines — Produces limited or poor quality work output — Work includes inaccuracies or errors — Unresponsive to requests or responses not timely — Provides only what is asked for, without considering requests within broader context — Uninterested in needs of others or improving service performance — Focuses on tasks in isolation, at the expense of other work
<p>Collaboration - We work cooperatively with colleagues, clients and Members. Our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> — Proactively and genuinely collaborates with others as a normal way of working — Actively engages with others on their input — Considers a range of perspectives before reaching a conclusion — Approachable and shares information willingly — Actively participates in discussions and is appropriately assertive and sensitive in expressing own opinion — Communicates effectively via appropriate channels — Communicates appropriately for the audience and situation 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> — Works in isolation, in silos or competitively — Unwilling to collaborate or share information — Limited or no communication to manage expectations — Solicits input late, after a decision has been made or not at all — Feels threatened by those with greater or different knowledge or experience — Undervalues expertise of others — Communication is not tailored to the audience — Unable to convey complex information simply — Communication is ineffective or culturally inappropriate
<p>Integrity - We hold ourselves and each other to the highest standards in all we do and say. Our actions and communications are Member and client-responsive, socially, environmentally and economically responsible, ethical and respectful of diversity.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> — Complies with Institute policies and procedures — Is honest and ethical — Respects backgrounds and expertise of others — Treats people fairly, equitably and respectfully — Leads by example – ‘walks the talk’ — Conveys difficult messages effectively and appropriately 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> — Takes risks without understanding or considering the impact — Blames or makes others responsible for a problem they should deal with themselves — Operates in a political and self-serving manner — Sees cost management as someone else’s responsibility — Avoids tough conversations — Tackles sensitive issues in a public forum where others can overhear — Spreads gossip and speaks unkindly about others