



JOB TITLE	Grants Director		
REPORTS TO	Vice President of Development		
BASED AT (OFFICE LOCATION)	Boise, ID		
REGULAR/TEMPORARY	Regular	FULL/PART TIME	Full-Time Exempt

MISSION

Conserving Birds of Prey Worldwide

WORK WITH US

For over 50 years, The Peregrine Fund has worked to conserve birds of prey. Addressing threats such as pollution, deforestation, and human-wildlife conflict is key to supporting the world's 561 species of raptors and the ecosystem upon which we all rely. As top predators, raptors serve as indicators of ecosystem health while providing essential services like rodent control and disease prevention through carrion removal. The Peregrine Fund relies on science to assess extinction risk and causes of decline to allocate resources effectively while engaging local communities in comprehensive, collaborative conservation solutions, unique and innovative to each region. Key achievements include removing the Peregrine Falcon from the U.S. Endangered Species List, helping restore the Mauritius Kestrel population from just four wild birds, and identifying and addressing the drivers of the Asian Vulture Crisis. Current projects span dozens of countries, including community-based conservation in Madagascar, doubling the known Ridgway's Hawk population on Hispaniola, and managing California Condor recovery efforts in the American West.

Our employee benefits program plays a vital role in demonstrating our commitment to our employees. We are pleased to offer eligible employees a benefits program that is comprehensive and among the best among our peer institutions, including a 403(b) retirement program as well as health, dental, vision, life, and long-term disability insurance.

The Peregrine Fund is an Equal Opportunity Employer. We ensure all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or veteran status.

The successful applicant will be required to complete a background screening before a final offer of employment is made.

POSITION SUMMARY

The Grants Director is an individual contributor responsible for driving institutional funding strategy and execution in support of The Peregrine Fund's global conservation programs.

This role leads the full lifecycle of grant development and management, including prospecting, proposal development, submission, and stewardship. The position focuses on foundation, corporate, and international funding sources and maintains ownership of grants from application through closeout.

This role also provides coordination support for government grant proposal development, working with program and accounting staff as needed; however, primary ownership for government grants resides in other departments.

This is a highly collaborative role requiring exceptional writing ability, sound judgment, and the ability to align funding opportunities with complex conservation programs and organizational priorities.

RESPONSIBILITY AND SCOPE

- Develop and execute a comprehensive grants strategy aligned with organizational priorities
- Meet or exceed annual revenue targets and drive year-over-year growth in grant funding
- Identify and prioritize high-value opportunities across national, international, and corporate foundations
- Lead the development and submission of competitive proposals across national, international, and corporate foundations
- Translate complex scientific and conservation programs into clear, persuasive narratives
- Ensure proposals are strategic, accurate, and competitive
- Manage the full lifecycle of foundation grants, including compliance, reporting, and closeout
- Track deadlines, deliverables, and outcomes to ensure all funder requirements are met
- Maintain ownership of grant performance tracking and outcomes
- Maintain strong funder relationships and support ongoing stewardship
- Provide coordination support for federal and state grant proposal and application development
- Improve efficiency and consistency in grant development processes across teams
- Maintain accurate records in EveryAction and related tracking systems
- Stay informed on trends in conservation funding and philanthropy
- Serve as a key liaison between development and program teams
- Ensure proposals reflect both programmatic strength and financial feasibility

MINIMUM QUALIFICATIONS

- 7+ years of progressively responsible experience in grant writing and grants management
- Demonstrated success securing funding from foundation, corporate, and/or international sources
- Exceptional writing, editing, and storytelling skills
- Ability to synthesize complex or technical information into clear, compelling proposals
- Strong project management skills with experience managing multiple priorities and deadlines
- Financial literacy, including budget development and grant reporting
- Proven ability to collaborate effectively across program, accounting, and leadership teams
- Demonstrated success managing toward revenue goals and growth targets
- Excellent attention to detail and sound judgment in written and verbal communication

PREFERRED QUALIFICATIONS

- Experience engaging international conservation funders and/or global funding mechanisms
- Background in conservation, environmental science, or wildlife-related funding
- Familiarity with birds of prey or biodiversity conservation
- Experience with CRM systems such as EveryAction or similar platforms
- Experience maintaining a consistent institutional voice across written materials

WORKING CONDITIONS

Work is performed primarily indoors in an office setting. The employee may be required to travel to events by car or commercial aircraft.

COMPENSATION

Comesurate with experience

HOW TO APPLY

Send via email a single file attachment (PDF preferred) including a cover letter, resume, and contact information for 3 references to: employment@peregrinefund.org. Title "LastName_FirstName_Grants Director" and include the job title you are applying for in the subject line.