



Position Description: Contract position – Fund Development Consultant

Organization Overview:

Advocates for the West is a public interest, non-profit environmental law firm based in Boise, Idaho, with offices in Portland, Oregon and Washington, DC.

We partner with conservation group clients to enforce public lands and environmental laws, and protect clean water and air, wildlife, and special places across the West. We have a strong track record of success, winning or settling favorably 85% of our cases, on an annual budget of just under \$1 million.

Basic Function of the Position:

This contract position will work with our Executive Director and the Development Director to broaden *Advocates for the West's* foundation support according to the deliverables below. The position will accommodate a candidate located outside the Boise area, with regular visits to our Boise headquarters. The contract may extend for up to six months, with compensation depending on experience.

The optimum candidate or firm should have substantial knowledge of western conservation issues and a proven track record of success in developing foundation relationships and fundraising in this field.

Activities and Deliverables

- Assess *AFW's* current foundation list with the intent of identifying gaps in our awareness of suitable funders, introducing new approaches to access foundation support and developing awareness of appropriate venues to keep abreast of when scouting additional leads.
- Develop criteria for use in initial foundation research that will provide key information related to developing a targeted approach toward larger/key foundations.
- Work with Development Director to set guidelines and standards for foundation reviews that ensures key information is highlighted and that an approach plan is iterated.
- Provide analysis of data with the intent of developing specific guidance on approaches to foundations capable of making 6-figure grants.
- Develop list of at least 30 appropriate foundations to approach at the \$5,000 to \$50,000 funding level.
- Carry out informational interviews with at least 15 target foundations.
- Identify new materials to be developed and existing materials to be expanded to assist in communicating our message to prospective funders.

Expected Outcomes:

- Add 30 “qualified” foundations to our current foundation development list.
- Increase the percentage of foundation inquiries that translate into applications by 25%.
- Secure in person or teleconference meetings for ED with 5-7 new foundation prospects.
- Secure 3-5 Letter of Inquiry requests from new foundation prospects.

To apply, please send a cover letter and resume or CV to hire@advocateswest.org. Additional information on our work is available at www.AdvocatesWest.org