



Sea Otter Foundation & Trust - SOFT

Job Description

Grant Writer/Researcher

General Position Summary:

As a grant writer for The Sea Otter Foundation and Trust (SOFT), the individual will support the mission of the organization which is “ensuring the survival and recovery of sea otters (*Enhydra lutris*) in their habitats by building funds to support research, conservation and education.”

The vision of the Sea Otter Foundation & Trust is that it exists to fundraise for issuance of funding grants to the sea otter research & education industry so that specific sea otter programs may be funded without competition from other industries.

Specific Duties:

The Grant Writer will research grant opportunities through foundations for SOFT’s programs and assess the best fit for our educational outreach and other programs. This person will also research opportunities within the corporate community for general funding options such as percentage of sales days. Once opportunities are defined, the person will write and submit proposals to foundations and corporate entities for support. This position will work closely with the President and Fundraiser position.

The President and other members of the board will assist this position to ensure the proposal(s) have all necessary materials and accompanying documentations.

A great fit for our marketing coordinator would be a person that enjoys research and business proposal writing! They should also be detail oriented, enjoy editing and working to portray an excellent public profile for SOFT.