



RGISC.ORG
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Laredo, Texas, 78040
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Job Listing

Position: Grants & STEM Coordinator

Location: Laredo, Texas

Hours: FT salaried, 40 hours per week

Salary: \$30,000-\$32,000, commensurate with experience

Benefits: Paid holidays; accrued vacation and sick days; discounted rates on supplemental insurance.

Organization Description

For more than 25 years, RGISC has served as the only environmental nonprofit in our South Texas region. Our mission since 1994, is to protect our only source of drinking water, the Rio-Grande-Rio Bravo, and its environment for the benefit of present lives and future generations. Our focus is water security, river restoration, greenspace protection, community engagement, and sustainable development with a goal of better preparing our community for the impacts of climate change.

Overall Function

The role of the Grants & STEM Coordinator is to:

Grants

- deepen RGISC's grant-writing capacity and grant award success rate;
- align RGISC projects with the mission of granting entities;
- oversee the GrantHub platform; and
- draft proposals that cover RGISC focus areas, projects, and general operations.

STEM & Youth

- support the planning and execution of youth programs that incorporate STEM elements such as the annual Rio Research Roundup and its Binational Summit;
- highlight and encourage pathways for students to pursue STEM careers.

Key Responsibilities

Grants

- Research and identify best funder matches to support RGISC programs and general operations.
- Write and submit accurate and persuasive proposals, including letters of inquiry (LOI), that effectively communicate our mission to protect the Rio Grande to both current and new funding organizations and individuals.

- Assist with quarterly or annual grant reporting, as needed.
- Oversee a grant calendar and carefully track grants applied for and awarded; and maintain organized records in a timely manner.
- Maintain clear and open communication with grantors, the Executive Director, office staff and volunteers; and participate in weekly team-building calls to increase outreach and overall RGISC membership.

STEM & Youth

- Assist with the coordination of the Roundup, an annual October student water testing project where student teams perform water testing, and submit data, short videos, artwork, social media outreach and multi-media projects.
- Assist with recruiting teachers from U.S. & Mexico cities within the basin.
- Assist with outreach to environmental groups within the basin.
- Maintain clear and frequent communication with Roundup teams and partners.
- Assist with the planning of the Roundup's virtual Binational Summit
- Assist with the creation of visual graphics including maps, charts, videos and graphics to communicate the RGISC story and STEM elements with youth.
- Perform other duties as assigned by the Executive Director.

Minimum Qualifications

Bachelor's degree and two years work experience in grant-writing or fundraising for nonprofit organizations.

Self-starter, ability to problem solve and offer creative solutions to problems, highly organized.

Excellent command of written English.

Proficiency with Spanish, written and verbal.

Strong communication skills. Ability to tailor messaging and use communication techniques that are best suited for the target audience.

Strong interpersonal skills including demonstrated ability to work on multiple projects in a collaborative team environment.

Proficiency with Excel and Google.

Demonstrated ability to work independently with minimal supervision and to assume a high level of responsibility.

Experience researching philanthropic foundations and reading IRS annual reports, preferred.

Experience using GrantHub and GuideStar, preferred.

Familiarity with environmental issues and community activism/engagement, preferred.

Working Conditions

Maintain emotional control under stress. Work occasional weekends, and prolonged or irregular hours. Some bending, lifting and climbing while performing job related functions. Occasional exposure to heat, cold, and dusty conditions. Possible local and state travel.

How to Apply

Send cover letter and resume with 3 references to info@rgisc.org by FRIDAY, JAN 9, 2021.

RGISC is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.

