



Title: Content Editor and Grant Coordinator

Location: Northern California, flexible

Position Description: River Partners seeks an experienced writer, editor and media strategist who can draft clear and compelling text for posting on our web site, social media channels, grant applications to government agencies, and proposals to private foundations.

Since 1998, River Partners has helped California emerge as a world leader in restoration practices that empower communities to regenerate healthy rivers and floodplains. We are accelerating the pace of our riparian habitat recovery projects throughout the state and need to channel our stories from the field into storytelling that inspires others to join and support us.

The Writer and Editor will report to the Director of Development and work closely with the Director of Advancement. Roughly fifty percent of the position will entail delivering regular and timely blog features, social media posts, and pitches to regional and national media. The other half of the position will be dedicated to grant writing and editing, primarily for government grants and to a lesser degree, to private foundations. Grant writing activities will consist of both editing grant applications developed by others and drafting new grant applications using existing text from River Partners' files.

Location is flexible in Northern California with ability to travel periodically to Modesto, Sacramento, Chico, the SF Bay Area, and occasionally to San Diego.

Essential functions and responsibilities include:

Digital Content Development

- Conceive, write, edit, design and post original content on River Partners' new blog, River/Shift (riverpartners.org/rivershift).
- Collaborating with leadership team and select River Partners staff, conceive inspiring story ideas, maintain pipeline of features and manage River/Shift editorial calendar.
- Train/coach other River Partners staff to capture compelling video, audio and narrative that supports our storytelling strategy.
- Edit, illustrate with photographs and provide compelling copywriting for blog posts written by other River Partners staff.
- Collaborating with Director of Advancement and in coordination with leadership team, develop River Partners social media plan.
- Execute social media plan with regular and timely posts (2-3 weekly, minimum).



Grant Writing

- Edit, polish, and proof read content and grant applications developed by other River Partner's staff.
- Draft concise and compelling written summaries of River Partner's projects, programs, and proposals.
- Draft compelling, persuasive, and well organized text that accurately describes proposed projects and programs.
- Repurpose text from existing documents to create successful grant applications.

Organization and Attention to Detail

- Proactively anticipate grant deadlines and manage schedule and workload to meet deadlines without last minute drama.
- Demonstrated proof reading skills.
- Maintain organized files for easy access by other River Partners staff.
- Stellar organization and time management skills.
- Ability to work independently and as part of a team

Required Knowledge, Skills and Abilities:

- Proven track record of turning complex topics into creative, engaging content.
- Journalism experience highly desired and valued.
- A passion for social media and close eye the on overall digital media landscape.
- Impeccable editing and copywriting skills.
- Ability to research and understand unfamiliar topics.
- Stellar organizational and time management skills.
- A high level of comfort with WordPress, working knowledge of HTML and Photoshop.

Qualifications:

- 3+ years in an editorial, content-creation role required.
- Grant writing or social media content experience required.
- Background in journalism and/or nonfiction writing
- Bilingual in Spanish preferred but not required.

To apply email your resume, cover letter and hourly compensation requirements to: jobs@riverpartners.org, Subject: Content Editor and Grant Coordinator

Or send to:

River Partners

Attn: Content Editor and Grant Coordinator

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