



**JOB TITLE:**

## Grants Manager

**Location:** San Francisco, CA; Boulder, CO (Mad Agriculture headquarters); or Remote

**Reports to:** Chief Development Officer (CDO)

**Team:** Development

## MAD AGRICULTURE

At Mad Agriculture, our mission is to create a regenerative revolution in agriculture. We believe that healing our relationships to self, others and the earth is our highest calling. To do this, we put radical ideals to work. We see no division between the work of the heart, soul and mind. Our day-in, day-out work is focused on helping farmers and ranchers transition to and thrive in regenerative and organic agriculture. We provide stewards with land & business support, access to equitable and innovative financing and values-aligned markets. We also tell the story of regeneration using a variety of communication approaches that often include collaborations within our community so that we can collectively build the regenerative revolution.

Mad Ag is a fast-paced, action-oriented startup nonprofit organization seeking exemplary individuals committed to the revolution. Our culture is entrepreneurial and deeply rooted in a commitment to creating services and products that meet the deepest needs of the farmers and land that we serve. We have a robust commitment to both inner and outer work, which is critical for embodying the principles of regenerative leadership. We are headquartered in Boulder, Colorado, with staff across the country. San Francisco, CA is listed as a preferred location to allow for in-person collaboration with our CDO.

## ROLE

The Grants Manager plays a key role in supporting the fundraising efforts of Mad Agriculture. This position is responsible for drafting grant proposals, writing grant reports, managing donor data and admin, and assisting with donor communications and stewardship activities. The Grants Manager will report to work closely with the Chief Development Officer and support organization wide efforts to meet annual fundraising goals and deepen engagement with funders.

This role will also help develop a growing offering, writing grants on behalf of farmers and ranchers. We have had success in supporting farmers write and submit government and foundation grant applications and we are eager to increase our capacity to provide this service. This person will manage the process from research and grant identification, to ideation and thought partnership. The Grants Manager will work with our Land and Business

team and directly with producers to write, review, and submit proposals for funding opportunities.

This is an excellent opportunity for someone who is an effective writer and communicator, highly organized, detail-oriented, relationship-driven, and passionate about regenerative agriculture.

## KEY RESPONSIBILITIES

### *Grant Support and Donor Stewardship*

- Draft proposals for funders, including unrestricted and restricted grant opportunities, across individuals, foundations, corporations and government.
- Write progress reports and final reports for awarded grants.
- Help draft donor communications, including newsletters, appeals, event invitations, and impact reports.
- Help maintain donor recognition lists and stewardship plans.
- Conduct preliminary research on prospective funders and grant opportunities.
- Collaborate with program staff to ensure grant proposals fit with programmatic objectives.

### *Database Management & Reporting*

- Maintain and update donor records in CRM (Pipedrive), Google Drive, and Asana.
- Ensure accuracy, confidentiality, and consistency of all donor data.
- Generate donor reports, mailing lists, and fundraising metrics for internal and external use.

### *Farmer Grant Writing*

- Work with the Land and Business team and CDO to write and win grants on behalf of our farming and ranching partners.
- Captain process from start to finish - ideating, ensuring fit of project with grant eligibility and priorities, draft text, work with client for review, help with submission as needed.
- Help build out the systems and processes for this service offering.

### *Administrative Support*

- Manage donor acknowledgment processes, ensuring timely and personalized thank-you letters and receipts.
- Assist with the planning, execution, and follow-up for fundraising campaigns (e.g., end of year giving, Giving Tuesday, major donor appeals).
- Provide general administrative support to the Development team, including scheduling donor meetings, coordinating materials, and organizing files.

## QUALIFICATIONS

- Bachelor's degree or equivalent experience preferred.
- 3+ years of nonprofit or mission-aligned experience, preferably in development, fundraising, or communications.
- Experience writing grants for government agencies (federal, state, local), and/or private funders (foundations, major donors, corporations).
- Experience with grant reporting, including Federal grants (USDA).
- Strong writing, editing, and verbal communication skills.
- Experience working in food and agriculture, and/or directly with farmers.
- Proficient in Google Suite and comfortable learning new technology systems; experience with CRM databases and grant portals.
- Highly organized with excellent attention to detail.
- Ability to manage multiple projects simultaneously, project manage and meet deadlines.
- Self-motivated, flexible, and collaborative with a positive attitude.

## COMPENSATION, LOCATION, AND REPORTING

This full time, salaried role reports to the Chief Development Officer. Mad Ag's headquarters are in Boulder, CO. We prefer someone located in the Boulder area or San Francisco Bay Area, and are open to remote for the right candidate. Travel expectations include Summer and Winter team retreats and opportunities for conferences and events. We offer unlimited PTO, healthcare and 401k benefits. Salary ranging from \$75-95k based on experience and ability. Application deadline October 5, apply [here](#). Anticipated start date is early December to join Mad Ag's winter retreat.

*Mad Agriculture is an equal opportunity employer. We support, empower, and uplift each and every one of our team and community members regardless of background. Our organization deeply values a diverse workplace, and we strongly encourage women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Even if you think you may not meet all of the requirements, we encourage you to apply if you are excited to learn. We are committed to fostering a safe environment that is free of discrimination and harassment, and where all team members can bring their full selves to work. We hold ourselves accountable to ensuring justice, equity, diversity, and inclusion is woven into the fabric of our team, internal structures, and programming.*