

Reports and Grants Writer

- Organisation: Foundation Conservation Carpathia
- Reports to: Partnership & Corporate Relations Director
- Duration: Permanent, full-time
- Location: Brasov/Bucharest
- Language: Proficiency in English (required); fluent in Romanian is preferred

Foundation Conservation Carpathia

Conservation Carpathia Foundation is a Romanian non-profit organization founded in 2009 to stop illegal logging and preserve a large forest area in the Carpathian Mountains as a fully protected area for future generations. It is one of the continent's largest and most ambitious conservation projects.

The Conservation Carpathia Foundation contributes to the conservation and restoration of the natural ecosystems of the Carpathian Mountains for the benefit of biodiversity and local communities by acquiring, protecting and managing alpine forests and meadows. From 2009 to date, the project has saved over 27,000 hectares of forests and alpine meadows in the south-eastern Southern Carpathians from logging and restored 1,157 hectares of forests by planting over 4 million seedlings, created a game management area of 78,000 hectares and contributes to the well-being of communities in the vicinity of the protected forests through social, education and green business development projects.

The Foundation's vision is to create the Făgăraş Mountains National Park with the local communities.

Overview:

We seek a motivated and detail-oriented individual to join our team as a **Reports and Grants Writer**.

This role is key to supporting our fundraising and partnership efforts by ensuring clear, compelling communication with donors and partners and managing efficient fundraising systems.

Key Responsibilities

Partners Reports Writing

- Draft, edit, and finalise reports for corporate and foundation partners, ensuring high-quality, professional communication that reflects the foundation's mission and accomplishments.
- Coordinate with relevant departments to gather accurate and up-to-date data and content for reports

Grant Writing, Monitoring and Planning

- Draft grant proposals and supporting documents based on the funding requirements of the organisation
- Develop and maintain a comprehensive grants and funding calendar that tracks key deadlines, funding opportunities, and calls for proposals from national and international organisations.

- Ensure timely monitoring and follow-up on grant cycles, aligning fundraising efforts with strategic priorities.

Donor and Partner Communication

- Assist in crafting donor and partner communication strategies to strengthen relationships and align expectations

Collaboration Across Departments

- Work closely with the internal teams to understand funding needs and identify opportunities for partnerships and grants
- Ensure seamless coordination in gathering information for reports and grant applications

Key Qualifications & competencies

- Exceptional written and verbal communication skills
- Bachelor's degree in English, communications, creative writing or a related area (master's degree preferred)
- A minimum of two years experience in grant and report writing
- Strong organisational and time management abilities, with attention to detail
- Ability to work independently and collaboratively in a dynamic, mission-driven environment
- Experience in database and fundraising management tools
- Ability to study and understand programs and funding requirements of the organisation
- Strong research skills and knowledge of information sources
- Strong command of Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to handle confidential matters with utmost integrity
- Familiarity with environmental conservation and fundraising practices is a strong advantage.