



THE GRANT PLANT^{INC.}

RESOURCE DEVELOPMENT OFFICER

The Resource Development Officer will support existing and planned program activities of The Grant Plant, Inc. and its clients through developing, writing, and submitting grant proposals to third-party entities and supporting other team members in doing the same. The position is also responsible for analyzing and reporting data on the performance of client program activities that are funded by third-party public and private sources. Position reports to the Leadership Team.

The Grant Plant values Accountability, Collaboration, Compassion, Humor, Innovation, Integrity, Results, and Risk-Taking. If you share these values and are looking for an opportunity that offers a meaningful contribution to the quality of life in New Mexico, we're looking for you.

SUMMARY:

Primary responsibilities include preparation of proposals, grant applications, letters of inquiry, nominations and individual applications, research summaries, and other compelling documents. The Resource Development Officer also performs professional and administrative work in researching, identifying, and developing inquiries and responses to public and private grant opportunities in diverse areas of Human Services, Education, Technology, Economic Development, Youth Development, and an array of others. Qualified candidates will possess excellent writing, computer, interpersonal, and organizational skills.

The Resource Development Officer must be highly dependable with the ability to implement systems and follow-up processes, able to work efficiently and have respect for maximizing use of minimal client resources, have a sense of humor, use independent judgment, and produce a quality work product within tight time constraints. Previous experience will demonstrate a proven track record in securing new funding opportunities; outstanding writing ability; comprehensive knowledge of data and prospect research; and the ability to distinguish and identify funding opportunities for special programs. Work is performed under direction of the Leadership Team in a collaborative environment. The successful candidate must be independent, motivated, and driven to succeed.

WHAT WE'RE LOOKING FOR:

- Alignment with the eight organizational values of TGP, and ability to articulate personal behaviors with each
- Conviction that New Mexico is a state worth investing in and that the state can increase its ranking in all measures of quality of life
- Relentless pursuit of perfection; will not settle for mediocrity
- Detailed and thorough approach to project management
- Deep understanding of grant seeking and philanthropy, and the emotional intelligence to work effectively with diverse leaders and different personalities
- Ability to be a bold and engaging team member; a leader who inspires and motivates colleagues and clients with new ideas, while at the same time being a "ghost" writer for clients and projects
- Ability to strategically collect information and input while helping design programs and budgets; ability to move projects forward with limited information
- Evidence of success discerning what is important vs. urgent and prioritizing for maximum efficiency; ability to juggle multiple deadlines with grace and good humor
- Problem-solving skills, with a combination of confidence and humility
- Effective and winning communication skills, both oral and written, and understands the importance of voice and listening to others during project development; ability to break down complex processes into systematic and simple tasks
- Collaborative decision-making style, with a track record of working with individuals at all levels to drive values-based decision-making and results



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- Self-awareness, with an ability to treat all members of the community with respect and hold an accurate idea of one's own strengths and weaknesses
- Ability to accept and provide constructive criticism and edits of work
- Ability to deal with rejection in a healthy way
- Absolute integrity and commitment to working in a team-based environment

DUTIES AND RESPONSIBILITIES:

- Researches and identifies new government and private funding prospects in collaboration with The Grant Plant team
- Generates revenues for client programs and services through timely submission of well-researched, well-written, and well-documented fundraising proposals
- Writes reports to government, foundations, corporations, and other funders on the progress or completion of client program activities
- Acts as liaison between The Grant Plant and clients in meetings, phone calls, and electronic communication
- Serves as a liaison between the client and funding entities
- Engages with clients to prepare responses to requests for proposals
- Special projects as needed

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be based in Albuquerque and able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Knowledge, Skills and Abilities** - Comprehensive knowledge of standard professional practices, procedures, equipment, and techniques; knowledge of grant writing techniques.
- **Education and/or Experience** – Master's degree preferred. Bachelor's degree with a minimum of three years' related experience in grant writing and research.
- **Communication Skills** - Ability to write detailed reports and correspondence; ability to speak effectively before groups of clients or employees of an organization; ability to listen and get clarification; demonstrated group presentation skills; participation in meetings.
- **Written Communication** – Ability to write clearly and informatively; vary writing style to meet needs; present numerical data effectively; able to read and interpret written information such as federal, state, and foundation Requests for Proposals, federal guidance documents, and procedure manuals.
- **Mathematical Skills** - Ability to calculate figures and amounts such as program budgets and matching or challenge grant requests.
- **Reasoning Ability** - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Professionalism** - React well under pressure; meet deadlines regardless of uncontrollable forces; treat others with respect and consideration regardless of status or position; accept responsibility for own actions; follow through on commitments; maintain professional appearance.
- **Planning/Organizing** – Ability to prioritize and plan work activities; use time efficiently; plan for additional resources; set goals and objectives; organize or schedule other people and their tasks; develop realistic action plans.
- **Dependability** – Ability to meet multiple deadlines; follow instructions; respond to management direction; keep commitments; commit to reaching goals; complete tasks on time.



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- **Computer Skills** - Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint), internet tools, and database applications.
- **Certificates, Licenses, Registrations** - Valid New Mexico driver's license and proof of personal automobile insurance. Demonstrated commitment to professional development through continuing education and/or active memberships in relevant associations or organizations.

ESSENTIAL PHYSICAL REQUIREMENTS:

Position involves light physical effort. Tasks may involve extended periods of time at a keyboard or workstation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

- Starting salary of \$50,000 DOE for full time position + benefits of employer-matched Simple IRA account, healthcare reimbursement, and paid time off
- Flexible schedule
- Employment may be based on a 90-day trial period