



## THE GRANT PLANT<sup>INC.</sup>

### **SENIOR RESOURCE DEVELOPMENT OFFICER** **Specialization: Education or Indigenous Knowledge Projects**

The Senior Resource Development Officer will support The Grant Plant, Inc., its clients, and community partners within a fast-paced and team-oriented environment dedicated to securing the funding resources that nonprofit and governmental organizations need to deliver on their missions. The work will focus primarily on Education sector clients, with a special emphasis on Indigenous Education and clients serving Indigenous populations. This position has responsibility for steering projects and clients, overseeing work products and quality, and maintaining a full project load with key attention to detail and deadlines. We are specifically seeking candidates with knowledge and/or experience in education, Indigenous education, Indigenous knowledge, and content areas relevant to Native Americans and other Indigenous groups.

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.

#### **DUTIES & RESPONSIBILITIES:**

We are seeking a candidate with strong grant writing and grant management experience who is able to take on strategic grant writing, provide project oversight and direction to peer grant writers, and facilitate meetings with clients. The ideal candidate will be a person who is able to listen deeply, loves to learn, sees the strengths in others, thinks strategically and creatively, and enjoys teamwork and collaboration. Primary responsibilities include overseeing a portfolio of clients and projects; and generating revenue for client programs and services through prospect research and timely submission of well-researched, well-written, and well-documented fundraising proposals including grant applications, letters of inquiry, nominations, and other compelling documents. The Senior Resource Development Officer provides grant writing and other resource development, while also overseeing the strategic and technical quality and timeliness of projects led by other team members. The Senior Resource Development Officer acts as a primary liaison between The Grant Plant and its clients, providing strategic client support in setting a grant seeking calendar, identifying opportunities, making recommendations, fostering partnerships, and maintaining client files. The Senior Resource Development Officer may field new client inquiries, and attract new clients and projects to The Grant Plant through effective consultation and subsequent client onboarding. The position may also involve grant management as requested by client, including compiling and analyzing data, and writing funder reports. The Senior Resource Development Officer may also engage in special projects as needed and requested by the Leadership Team and The Grant Plant's clients.

Qualified candidates will possess excellent writing, computer, interpersonal, and organizational skills. The Senior 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 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; knowledge of data and prospect research; and the ability to manage multiple projects and deadlines successfully. The successful candidate must be independent, motivated, and driven to succeed, and be strongly aligned with the company's organizational values: Accountability, Collaboration, Compassion, Humor, Innovation, Integrity, Results, and Risk-Taking.



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### WHAT WE'RE LOOKING FOR:

- Alignment with the eight organizational values of TGP, and ability to connect 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
- Demonstrated history of successful grant writing
- Detailed and thorough approach to project management
- An understanding of asset-based writing to communicate how each applicant brings important strengths to the proposed project, rather than solely focusing on improving deficits
- Familiarity with the education sector (particularly public education, K-12), emerging programs and practices, and contemporary issues facing education today
- Familiarity with and affinity to Indigenous knowledge, worldview, and educational practices and paradigms, tribal governance, and historical and current perspectives in Indigenous issues
- 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 taking a behind-the-scenes seat when needed
- Ability to strategically collect information and input while helping design programs and budgets; ability to move projects forward with limited information
- A love of learning and ability to dig into a variety of subjects with enthusiasm
- Evidence of success discerning what is important vs. urgent and prioritizing for maximum efficiency; ability to juggle multiple deadlines with grace and good humor
- The emotional intelligence to work effectively with diverse leaders and different personalities
- Problem-solving skills, with a combination of confidence and humility
- Effective and winning communication skills, both oral and written, and an understanding of the importance of voice and listening to others during project development
- Ability to break down complex processes into systematic and simple descriptions
- 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 grant rejections in a healthy way
- Absolute integrity and commitment to working in a team-based environment

Work is performed under the direction of The Grant Plant's Leadership Team in a collaborative environment.

### MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be 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; and fluent in Word, Excel, PowerPoint, and using a database to share files and communicate with the team
- **Education and/or Experience** – Bachelor's degree (Master's degree preferred) with a minimum of five years' related experience in grant writing, grant management, research, and/or demonstrated history in and familiarity with the education sector
- **Communication Skills** - Ability to write detailed reports and correspondence; ability to actively listen and get clarification; demonstrated group presentation skills; ability to speak effectively before groups of clients or employees of an organization; participation in meetings



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- **Written Communication** – Ability to write clearly and informatively; vary writing style and voice 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; and fluent in using Excel or Google Sheets to create budgets (including knowledge of working with formulas, linking worksheets, etc.)
- **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
- **Computer Skills** - Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint), Google Drive, internet tools, and database applications
- **Certificates, Licenses, Registrations** - Valid 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:**

- Salary starts at \$60,000 DOE for full-time position
- Benefits for eligible employees include employer-matched 401K, healthcare reimbursement (Qualified Small Employer HRA), paid holidays, paid time off, paid sabbatical, paid parental leave
- Perks for eligible employees include flexible scheduling with 9-day work options, remote or on-site work, paid professional development, cell phone reimbursement, financial capability tools

Employment is based on a 90-day trial period

**LOCATION:** This position is based in Albuquerque, NM, with an option for a combination of in-person and remote work



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### **KEY RESULTS AREAS & KEY PERFORMANCE INDICATORS:**

The Senior Resource Development Officer is a key team member responsible for contributing in the following core areas: satisfied clients; a healthy team; and a winning business.

Success in this position looks like and will be measured by the following:

#### The team is healthy

- Portfolio projects are on track (quality, timeliness, value, and client experience)
- Feedback to other team members is clear, fair, and easy to understand
- Reviews are strategic and produce high quality results

#### The business is winning

- 75% of time is spent on client service hours; the Senior Resource Development Officer's work will include high stakes, strategic, and complex projects
- Projects stay within 15% of the time estimate
- New clients are attracted to the business and existing clients are maintained through effective communication and service delivery

#### Clients are happy

- An accurate funding calendar / project management system is maintained for each client in the portfolio
- No client in the portfolio has less than a 33% award rate
- Client satisfaction surveys show that TGP is meeting client expectations
- A quality work product across a variety of project types (e.g., federal, state, national foundation grants) is consistently produced