



THE GRANT PLANT^{INC.}

RESOURCE DEVELOPMENT ASSOCIATE

The Resource Development Associate will support The Grant Plant, Inc., its clients, and community partners within a fast-paced and team-oriented environment dedicated to providing superior and affordable resource development services that improve the quality of life in the communities that our clients serve.

The Grant Plant, Inc. is a women-owned small business that works exclusively with tax exempt entities, such as nonprofit organizations, public agencies, and educational institutions. Our services include grant seeking, prospect research, grants management, stakeholder relations materials, and other projects that support our clients' work. Our clients encompass diverse areas of Human Services, Education, Technology, Economic Development, Healthcare, Youth Development, and an array of others.

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 AND RESPONSIBILITIES:

The Resource Development Associate performs project and administrative coordination for TGP's resource development team in the day-to-day operations of their assigned projects. The position is responsible for organizing and communicating details related to specific grant projects while serving as a coordinator between team members and managers. The Resource Development Associate is an entry-level position with opportunities for advancement into more complex and professional positions as they grow their experience, capacity, and tackle new challenges.

Key responsibilities include:

- Proactively coordinate and support the creation of proposal response content for grant applications
- Monitor and summarize RFP opportunities for the resource development team
- Collaborate with resource development team to draft content for proposals, create supporting documents, and conduct research to gather the data required to complete an effective, accurate, and dynamic proposal
- Conceptualize and write compelling RFP responses by using or customizing material from past proposals, or by developing content from scratch as needed to address specific requirements
- Assist with fact-checking; substantiate data
- Identify content gaps and work with grant professionals to compose responsive content
- Assist with monthly reporting on projects
- Work on multiple projects simultaneously, balancing milestones and due dates of each
- Assist with project setup, management, and administration utilizing project management software, GoogleDrive, and similar tools
- Assist in screening grant opportunities generated by the research team for fit with specific clients
- Proactively monitor and update client funding calendars to ensure timely project setup
- Utilize publicly available documents, websites, and data to pull background information on clients
- Utilize databases to input data, track, and report on grant projects for specific clients

The Resource Development Associate may also engage in additional special projects as needed and requested by the Senior Resource Development team.

QUALIFIED CANDIDATES DEMONSTRATE:

Qualified candidates will possess good communication and interpersonal skills, have strong organizational and multitasking skills, enjoy puzzles and problem solving, be a good team player, keep attention to detail even under pressure, and have excellent time management skills with the ability to meet deadlines. The Resource Development Associate must be highly dependable, have a sense of humor, be curious, and enjoy writing and content creation.

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.

- **Knowledge, Skills and Abilities** - Comprehensive knowledge of standard professional practices, procedures, equipment, and techniques; ability to write clearly and informatively.
- **Education and/or Experience** – Two years of relevant experience; Bachelor’s degree preferred.
- **Communication Skills** - Ability to write detailed reports and correspondence; ability to listen and get clarification; thoughtful participation in meetings.
- **Mathematical Skills** - Ability to calculate figures and amounts such as contract or program budgets.
- **Professionalism** - React well under pressure; 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; 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; complete tasks on time.
- **Computer Skills** - Experience with and knowledge of computer operation; knowledge of Google Suite, Microsoft Office Suite, project management apps, internet tools, and database applications.
- **Certificates, Licenses, Registrations** - Valid driver’s license or state ID.

ESSENTIAL PHYSICAL REQUIREMENTS:

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

COMPENSATION:

- Salary starts at \$50,000/annual, DOE
- Benefits for eligible employees include employer-matched 401K, healthcare reimbursement (Qualified Small Employer HRA), direct primary care membership, life and short-term disability insurance, 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

TO APPLY:

Email mail@thegrantplantnm.com with a brief introduction to yourself, your career aspirations, and respond these prompts, using however much or little description as you want. Please attach a resume.

1. What about this job description caught your attention?
2. Pretend your job includes documenting human leisure activities and today’s task includes documenting the sport Golf. Write a description of golf that is no more than 50 words. The reader has knowledge of general English words and concepts but has never seen or heard of golf.

3. It's Thursday morning and you just found out that you're in charge of Friday night with friends at your place (or elsewhere)... what's the process you go through over the next 24 hours?

KEY RESULTS AREAS AND KEY PERFORMANCE INDICATORS:

The Resource Development Associate 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:

Key Results Area 1: The team is healthy:

- The Resource Development Associate proactively coordinates project needs, anticipating gaps and getting ahead of them.
- The client services team is handed a strong start to the project when its time comes around.

Key Results Area 2: The business is winning.

- 75% of time is spent on client service projects by 90 days on the job.
- Projects stay within 15% of the time estimate.

Key Results Area 3: Clients are happy.

- Clients receive accurate and timely project reporting.