



THE GRANT PLANT^{INC.}

RESOURCE DEVELOPMENT OFFICER

The 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 organizations need to deliver on their missions. The work encompasses diverse areas of Human Services, Education, Technology, Economic Development, 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:

Primary responsibilities include generating revenue for client programs and services through timely submission of well-researched, well-written, and well-documented fundraising proposals including grant applications, letters of inquiry, nominations, and other compelling documents.

The Resource Development Officer also performs professional and administrative work in researching and identifying new public and private grant opportunities that are well-aligned with client interests. The position is also responsible for analyzing and compiling data and information on the performance of client program activities that are funded by third-party public and private sources, and writing reports to government, foundations, corporations, and other funders on the progress or completion of client program activities. The Resource Development Officer acts as a liaison between The Grant Plant and clients in meetings, phone calls, and electronic communication, and may serve as a liaison between the client and funding entities. The 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 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.

QUALIFIED CANDIDATES DEMONSTRATE:

- Alignment with the eight organizational values of TGP, and ability to articulate personal behaviors with each
- Understanding of grant seeking and philanthropy
- Excellent writing; will not settle for mediocrity (incomplete information, typos, bad grammar, wrong formatting of style)
- Detailed and thorough approach to project management
- Ability to be a bold and engaging team member; someone who inspires and motivates colleagues and clients with new ideas, while at the same time being a "ghost writer" for clients and projects



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- Ability to strategically collect information and input while helping design programs and budgets; ability to move projects forward with limited information and create new content
- 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 understands 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 rejection in a healthy way
- Curiosity; life-long learner
- Absolute integrity and commitment to working in a team-based 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.
- **Education and/or Experience** – Bachelor's degree required with a minimum of three years' related experience in grant writing and research. Master's degree preferred.
- **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. Demonstrated commitment to professional development through continuing education and/or active memberships in relevant associations or organizations.
- **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 driver's license and proof of personal automobile insurance.

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 \$55,000 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:

Take our Information Gathering Survey, which is a self-assessment of the Grant Professional Certification Competencies and requests an uploaded cover letter, resume, and grant writing sample, as well as three professional references. (Survey is located at <https://bit.ly/JoinTeamTGP>.)

In addition, choose one or two of the following prompts to respond to:

- Tell us a story that highlights what you love most about grant seeking.
- Please see our values on page 1 of this job description. What actions or behaviors do you associate with these values? What most resonates with you?
- Who is someone at your current job that you admire and why?
- How has your past professional experience prepared you for this position?

KEY RESULTS AREAS AND KEY PERFORMANCE INDICATORS:

The 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:

Key Results Area 1: The team is healthy:

- The Resource Development Officer routinely picks up peer reviews and provides constructive feedback with accurate gauges for TGP review temperature.
- The Resource Development Officer is responsive to feedback and criticism, and uses it to improve his/her own skills.

Key Results Area 2: The business is winning.



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

Key Results Area 3: Clients are happy.

- Project Initiation responses are thorough (no surprises at the end of the project)
- No overdue milestones (without approval)
- Projects are well-planned, and drafts are conceptually sound and well-written (no Red temperatures for TGP reviews)