



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

## **DIRECTOR OF GRANT SERVICES**

The Director of Grant Services will oversee the grant research, writing, reporting, and compliance management of The Grant Plant. The position reports to the Chief Executive Officer and the Chief Operating Officer. This is an executive-level, management position.

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 quality of life in our clients' communities, we're looking for you.

### **SUMMARY:**

Primary responsibilities include directing, designing, implementing, and overseeing a quality production system that can be carried throughout the company's operations. Position is a member of the Leadership Team. Position directly supervises Senior Resource Development Officers, who manage a portfolio of clients, their projects, and junior staff. The Director of Grant Services will collaborate closely with the Director of Strategy and Organizational Development, who leads staff training and complex internal and external projects, to ensure quality control.

The Director of Grant Services must have knowledge in grant research, writing, editing, and reporting, and be able to provide quality and timely feedback on various grant-related projects, including federal grant proposals, systems, and management. The right person will have the ability to communicate well to promote maximum performance, implement systems and follow-up processes, work efficiently and have respect for client resources, have a sense of humor, use independent judgment, and produce a quality work product within tight time constraints. The Director is a big-picture leader who maintains a cohesive look and feel of the company's services, establishes budgets and timelines for contracts, and oversees client relationship management. A large part of the day will involve people management, content strategy, problem-solving, and approving work to ensure it meets high-quality standards. Previous experience will demonstrate consistent role/responsibility advancement, an understanding of nonprofit and tax-exempt agency management, and strong business acumen. The successful candidate must be independent, motivated, and driven to succeed.

### **DUTIES AND RESPONSIBILITIES:**

- Determine quality control standards and communicate them to the grant research and writing teams clearly; create effective practices and procedures to ensure all tiers of Resource Development Officers produce high-quality writing and products
- Act as direct supervisor to the members of the Senior Resource Development team, celebrating progress and successes, conducting employee reviews and evaluation, and implementing performance improvement plans when needed

- Act as an account manager for high-stakes/complex clients and/or proposals, including performing quality writing and project development and management
- Aggregate client, funder, and internal data and use it to improve individual and team quality through sharing information, mentoring other staff members, and strategically guiding document development
- Oversee the grant services division annual budget; assist the Senior Resource Development team in allocating expenses in their respective areas
- Provide motivation, support, and guidance to constantly improve TGP's work product and be on hand to field questions about approach, content, funder guidance, etc.
- Identify training and professional development needs and support the Director of Strategy and Organizational Development in providing internal training sessions on identified needs
- Support the company's Project Manager in identifying resource allocations and assignments based on the strengths and competencies of the rest of the team
- Participate in the customer acquisition process for grant services
- Prepare/Review scopes of work and pricing for clients to ensure accuracy and comprehensiveness
- Communicate any problems or obstacles to the Leadership Team
- Special projects as needed

#### **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 – while we work with clients across the country, our home base is New Mexico and the majority of our work is here
- Exceptional project management and people management skills
- Emotional intelligence to work effectively with its diverse stakeholders
- 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 behind the scenes for clients and projects
- Ability to strategically collect information and input while helping design programs and budgets; ability to help with program design and development
- 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 and decision-making skills, with a combination of confidence and humility
- Effective and winning communication skills, both verbal and written, and understanding of 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
- 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 and stress in a healthy way
- 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 (Master’s degree preferred) with a minimum of seven years’ related experience in the industry and at least three years’ in management
- **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; ability to create and follow organizational division budget that maximizes efficiency and profitability
- **Management Skills** - Ability to lead and manage a team of people, delegate, use empathy, conduct problem solving and conflict resolution, make forward momentum on competing priorities, negotiate, and oversee employee performance
- **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 unforeseen 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 will be made to enable individuals with disabilities to perform the essential functions. Remote/hybrid work options are available for the right candidate.

#### **COMPENSATION:**

- Salary starts at \$85,000 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, paid primary care membership, life insurance, short term disability
- Perks for eligible employees include flexible scheduling with 9-day compressed options, remote or on-site work, paid professional development, cell phone reimbursement, financial capability tools

## **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 writing sample, as well as three professional references. (Survey is located at <https://forms.gle/L5P4Ndpgn49tiBkf9>)

For your writing sample, choose one or two of the following prompts:

- Describe a scenario where you had to introduce a new approach to your company. Why did you do it? How did you present this change and implement it?
- How would you evaluate The Grant Plant's success as a company?
- Tell us about a situation where you had to deal with employee conflict. How did you handle it and what was the resolution?
- What leaders do you look up to and why?

## **KEY RESULTS AREAS:**

The team is healthy:

- The Director conducts a strong hiring, onboarding, and performance review at intervals of 90 days, 6 months, and annually thereafter; 1:1s of direct reports take place at regular intervals at least monthly
- The team's workload is at an ideal balance of projects, with enough to work on and a pipeline of new clients when possible, but not so much that staff is overwhelmed and overworked
- Subordinates demonstrate and can articulate back a clear understanding of quality expectations to be successful in their positions

The business is winning:

- Grant Services Division is running at 30% profitability
- Projects are completed on time and on budget, and are set up well for such completion
- Regularly meets with the Leadership Team to problem-solve challenges, improve strategy, and promote quality work

The clients are happy:

- New clients have strong TGP onboarding
- High-stakes projects/clients get 1:1 strategy for optimal project development
- Client satisfaction surveys show that TGP is meeting client expectations
- Clients receive grant funding at a rate at or above TGP's prior completed year success rate (~70%)
- Acts as an account manager for large/complex clients; with no client having less than a 33% award rate