



Resource Development Officer

About Us:

The Grant Plant, Inc. is a dynamic resource development team committed to assisting tax-exempt organizations, including nonprofit organizations, public agencies, and educational institutions, in securing the funding and resources necessary to fulfill their missions. We operate in diverse sectors such as Human Services, Education, Technology, Economic Development, Healthcare, Youth Development, and more. Our values — Accountability, Collaboration, Compassion, Humor, Innovation, Integrity, Results, and Risk-Taking — guide our work and drive our commitment to making a meaningful contribution to the quality of life in the communities our clients serve.

Summary:

The Resource Development Officer is a client services position at The Grant Plant, Inc. This position operates within a fast-paced, team-oriented environment by playing a vital role in supporting clients in securing funding and resources aligned with their organizational interests, goals, and objectives.

The Resource Development Officer is responsible for generating revenue for client programs and services by crafting well-researched and compelling fundraising proposals, grant applications, and other documents. Acting as a liaison between The Grant Plant and its clients, the role involves strategic support in grant seeking, fostering partnerships, and project management. Key duties include project planning, writing, maintaining client files, meeting deadlines, analyzing program performance data, and writing progress reports for funders.

Duties and Responsibilities:

The Resource Development Officer is an exciting position that encompasses strategic funding efforts, compelling proposal development, and collaboration with diverse stakeholders in a client-facing role. Duties include:

- Serves as a point of contact for clients during the proposal development process
- Develops and submits well-researched, well-written, and well-documented fundraising proposals including grant applications, letters of inquiry, nominations, and other compelling documents
- Assists clients with the program development process through consultation, logic model development, and participating in planning meetings



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- Provides informed guidance, addresses inquiries, and leverages internal expertise to meet the client's needs comprehensively
- Maintains regular communication with the client to provide updates on project status and solicit feedback
- Assists in screening grant opportunities generated by the research team for fit with specific clients
- Monitors and updates client funding calendars to ensure timely project setup
- Acts as a liaison between clients and funding entities
- Maintains current client files and communications systems (internal and external)
- Analyzes and compiles 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

This role involves client liaising and goal setting, project management, and active participation in developing client projects. You'll collaborate closely with the resource development team that conducts grant research, writing, reporting, compliance, and client strategy. Together, you'll ensure high-quality project design and completion and provide seamless services to our clients. You will report to the senior resource development team.

The Resource Development Officer may also engage in special projects as needed and requested by the Leadership Team and The Grant Plant's clients.

What We're Looking For:

We're seeking someone who aligns with our organizational values and is passionate about making a difference in the communities we serve. The ideal candidate will have:

- Excellent technical writing skills, balanced with the ability to weave a narrative and create compelling documents
- Outstanding project management skills and the ability to keep clients and their projects on track
- Natural curiosity; enjoying puzzles, problem-solving, writing, and people interactions
- Strong analytical skills, creative thinking, and the ability to balance short-term priorities with long-term strategic goals
- 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
- Ability to strategically collect information and input while helping design programs and budgets; ability to move projects forward with limited information



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- Evidence of success discerning what is important vs. urgent and prioritizing for maximum efficiency; ability to juggle multiple deadlines with grace and good humor
- Ability to break down complex processes into systematic and simple descriptions
- Emotional intelligence to work effectively with diverse stakeholders
- Self-awareness and the ability to treat all members of the community with respect
- The ability to provide and receive constructive criticism and feedback
- Dependability
- Ability to work efficiently and respect the use of client resources
- Absolute integrity and commitment to working in a team-based environment
- Intrinsic motivation and independent work skills

The ideal candidate should exhibit a commitment to the social sector, demonstrate continuous improvement, understand grant-seeking and philanthropy, and effectively collaborate with diverse stakeholders.

Preferred Qualifications and Skills:

- Bachelor's degree; advanced degree preferred
- 3+ years of relevant experience, particularly in technical and/or persuasive writing, project management, and client services
- Strong written and verbal communication skills; ability to adapt communication style as needed
- Demonstrated success in tax-exempt organizational capacity building (public sector, nonprofit organizations, and/or schools and education institutions)
- Proficiency in Microsoft Office Suite, Google Workplace applications, internet tools, database applications, project management software, data analysis tools, and relevant technology
- Understanding and adherence to ethical standards in grant-seeking

Candidates should possess a valid driver's license and proof of personal automobile insurance.

Essential Physical Requirements:

Position involves light physical effort. Tasks may involve extended periods at a keyboard or workstation. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions. Remote/hybrid work options are available for the right candidate. Occasional travel is required.



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Compensation:

- Starting salary of \$60,000 - \$70,000 DOE for full-time position; opportunities for internal promotions and career growth
- Benefits for eligible employees include employer-matched 401K, healthcare reimbursement (Qualified Small Employer HRA), direct primary care membership, life insurance, 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

How to Apply:

Interested candidates should take our Information Gathering Survey, which is a self-assessment of the Grant Professional Certification Competencies and requests an uploaded cover letter, resume, grant writing sample, representative list of grants that you have worked on, and three professional references. You will also upload a response to one or two of the following prompts (please choose):

- 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?

Survey is located at <https://bit.ly/JoinTeamTGP>.

The Grant Plant is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences. We value unique perspectives and recognize that experience comes in many forms. Don't hesitate to apply even if you don't meet every qualification – if you're passionate about the impact effective philanthropy can have on the community, we'd love to hear from you. We're committed to fostering a supportive and diverse work environment where everyone can thrive.

Key Results Areas and Key Performance Indicators:

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



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Key Results Area 1: The team is healthy:

- The Resource Development Officer contributes to timely peer reviews on a regular basis, and provides constructive feedback with accurate gauges for quality and completeness of documents.
- The Resource Development Officer is responsive to feedback and criticism, and uses it to improve his/her own skills.

Key Results Area 2: Clients are happy:

- The Resource Development Officer acts as a Bud (client account manager) for one or more clients and maintains an accurate funding calendar / project management system for that client
- The Resource Development Officer anticipates needs (clients don't have to ask for things)
- The Resource Development Officer has no overdue milestones (without approval)
- Client satisfaction surveys show that TGP is meeting client expectations
- The Resource Development Officer produces a quality work product across a variety of project types (e.g., federal, state, national foundation grants)
- Project Initiation responses are thorough (no surprises at the end of the project)
- Projects are well-planned, and drafts are conceptually sound and well-written

Key Results Area 3: The business is winning:

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