



Greater Des Moines
Botanical Garden

Job Description: Grants Manager

Reports to: Director of Philanthropy
Status: Exempt
Schedule: Full-time, with occasional weekend and holiday hours
Revision Date: January 2019

Position Summary

This position will manage a methodical and strategic plan to enhance funding models, maintain current and ongoing grant funding, identify new funding sources and develop a sustainable and effective grants program. Duties includes management of overall grant efforts, optimizing the grant administration process, ensure compliance with grant regulations, manage grant information in the database, engage with donor agencies, educate staff on policies and prepare financial reports.

Your skills and expertise in successful grants management will aid our organization in serving the public by securing continuous funding, improving business opportunities through effective funding programs and executing meaningful programming and projects.

The Ideal candidate for this role should have superior organizational skills, great leadership qualities and exceptional budgeting and monitoring skills The outstanding Grants Manager should re-inforce relationships with donors, ensure that grant programs operate efficiently, streamline grant administration and keep our organization fiscally sound.

Primary Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and perform other duties as assigned.

- Build a sustainable and effective grants program to ensure the financial security and stability of Botanical Garden programs and operations.
- Manage grant program timeline; prepare and submit proposals professionally and on time in order to meet funding deadlines and revenue goals.
- Maintain and organize grant support materials and boilerplate information.
- Maintain a clear understanding of the dynamic Botanical Garden business model and programming in order to fully represent the organization with the most current statistics and data in each proposal.
- Analyze organizational funding needs with opportunities for support through local, regional and national grant sources.
- Set deadlines and assign responsibilities for individual grant components in preparation for compilation and submittal.
- Perform other departmental-related duties as requested or assigned by the Director of Philanthropy.

Success Factors

In conjunction with position-related skills, the successful candidate will become an integral member of the Botanical Garden team with these criteria:

- Serve as part of a cross-departmental team that delivers a superior guest experience, drives membership and promotes the Botanical Garden mission and offerings at special events and outreach opportunities.
- Develop, maintain and promote positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media and the general public in order to achieve departmental and organizational goals.

- Maintain a commitment to, and ability to convey, the Botanical Garden's mission with genuine passion, and the willingness to continually learn about the programs and mission.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

Education and Experience

- Bachelor's degree or equivalent experience is required
- 2-3 years of experience with Altru or related Blackbaud database software preferred; equivalent database experience considered
- 2-3 years of proven success in grant writing and proposal awards.
- Solid writing skills, specifically in the field of grants, grant support and funding case statements.

Knowledge, Skills and Abilities

- Strong communication and writing skills, with preference to previous journalism or other writing experience
- Strong process, planning and implementation skills
- Creative problem solver and strategic and organized thinker
- Excellent time-management skills to handle a variety of assignments simultaneously under a variety of deadlines and other constraints
- Ability to understand and interpret instruction to work effectively and efficiently independently with minimal supervision as well as part of a team; natural problem solving ability
- Attention to detail and accuracy with regard to precision and
- Advanced proficiency in Microsoft office programs with emphasis on Word and Excel; donor database experience and proficiency essential

Work Environment and Physical Demands

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Continuous communication and/or interaction with staff, volunteers, visitors and management
- Occasional evening, weekend and/or holiday work may be required to meet departmental deadlines or to provide staff support at events
- Occasional bending, stooping, reaching, crouching or light lifting (up to 15 lbs)
- Prolonged periods of time sitting performing administrative functions
- Requires good hand-eye coordination, arm, hand and finger dexterity including the ability to grasp, and visual acuity to use a keyboard, operate equipment and read technical information

About the Organization

The Greater Des Moines Botanical Garden is a 501(c)(3) privately governed, not-for-profit public garden situated on 14-acres in the heart of downtown Des Moines. At the Botanical Garden, we are passionate about exploring, explaining and celebrating the world of plants. Beyond the beauty and inspiration of our urban setting, we are dedicated to creating signature, memorable experiences through progressive garden design and innovative programming. People, plants and passion are the focus of what we do. By educating and enriching the lives of our guests, we provide a valuable resource for our community and forge partnerships stronger than the sum of our individual parts.

Position Application

Qualified candidates should submit a cover letter, application, three references and a resume to bghr@dmbotanicalgarden.com. Review of applications will begin immediately and remain open until the candidate is hired. Only electronic applications are accepted; no paper applications will be considered.

Greater Des Moines Botanical Garden is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, Greater Des Moines Botanical Garden will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with a member of management.