



Lakewold Gardens • Grants and Resource Specialist • Job Description

Job Title: Grants and Resource Specialist

Reports to: Executive Director

FLSA Status: Non-exempt, full-time (40 hours/week, Monday through Friday with some evening/weekend work related during special events.) Benefits include 401K, medical, dental, and vision.

Summary: In telling the story of Lakewold Gardens to build financial and relational support for the organization, the Grants & Resource Specialist administers ongoing, special project, general operating, and capital campaign funding programs. Funding sources include individual gifts, in-kind donations, sponsorships, and grants (foundation and government). Grants are sought for projects, general operating expenses, and capital improvements. This position also provides administrative support for fundraising activities, including fundraising events and occasionally represents Lakewold Gardens at external events.

Mission: Lakewold Gardens provides intentional encounters with the life-changing power of nature, fostering peace, creativity, and healing in our communities.

Vision: A world where people flourish in harmony with nature.

Our Purpose:

- Connect to our diverse communities.
- Grow access to the Gardens.
- Heal through nature, music, and art.

Essential Duties and Responsibilities:

Grantwriting and Administration

- Researching government entities, private foundations, corporate grantmakers, and other potential sources of funding. Grant funding is sought for special projects and programs, organizational capacity-building, ongoing general operating costs, capital campaigns, and other needs as they arise or are anticipated. Ideally, diverse streams of direct funding and other support will be secured.
- Supporting positive, collegial, and fruitful relationships with current and future funders.

- Working with internal stakeholders to strategically plan grant applic/-*---ations and other fundraising activities.
- Writing, editing, and proofreading grant proposals, reports, and other funder correspondence.
- Maintaining accurate records for all grants applied for, whether funded or not.
- When grants are awarded, ensuring all reporting requirements are met, coordinating with internal and external stakeholders to compile accurate quantitative and qualitative data.
- Keeping up-to-date with best practices and trends in grantmaking and general fundraising, seeking out appropriate opportunities for professional development and networking within the field. Representing Lakewold Gardens well at any workshops, networking events, conferences, and other educational opportunities.

Donor Stewardship

- Drafting and/or editing letters and other correspondence to support fundraising operations: major gift solicitations, letters of support, annual appeals, etc.
- Coordinating with co-workers to maintain accurate donor records.
- Recording all donations and processing thank-you letters and receipts in a timely manner.
- Ensuring donors at all levels are recognized swiftly and appropriately

Event Support

- Providing administrative support to all fundraising activities, including recording auction item donations
- Work with other staff and external vendors/performers to coordinate and execute event night duties
- Post-event follow-up: payment reconciliation in coordination with finance staff, thanking of auction donors/attendees, etc

Other

- Liaising with peer organizations to build relationships, remain abreast of current and future activities relevant to Lakewold Gardens and, as appropriate and with the approval and input of Lakewold stakeholders, initiating Lakewold's participation.
- Creating content for the Lakewold Gardens member newsletter and other publications, including occasional items for external partners (e.g. articles for the Lakewood Historical Society's *Prairie Gazette* newsletter or the *Lakeside Living* magazine.)

Supervisory Responsibilities: None

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,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A minimum of three years' experience with grantwriting and administration, or a comparable combination of formal education and experience.

Computer Skills: Knowledge of appropriate software, such as (but not necessarily limited to) the DonorPerfect database.

Certifications: CPR/first aid certificates obtained within first year of employment, and renewed as needed.

Other Skill and Abilities: Operate office equipment. Possess good communication skills. Maintain a pleasant, positive demeanor in all funder/donor communications.

Equity and Inclusion:

- Demonstrates the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency.

Lakewold Gardens is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply please send your resume and cover letter to Keith Hayner, khayner@lakewoldgardens.org. In your cover letter please address the following questions:

- Please explain an instance where you personally advocated for diversity, equity, or inclusion in a workplace.
- What are some possible ways you could elevate these values in the broader Lakewold community in your work as a Grants & Resource Specialist?