

Lakewold Gardens

Grants and Resource Manager Job Description



Compensation: \$60,028 yearly

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.

Who We Are: Lakewold Gardens is a community-driven organization cultivating a space where staff, guests, and the wider community can flourish. Our staff collaborate closely in a work environment offering a generous and flexible work schedule. We nurture a culture of learning and resilience, challenging one another to facilitate honest and open communication. We care about science, and about social and environmental justice. We're looking for a candidate who will complement our forward motion of growth in our diverse community.

Summary: In telling the story of Lakewold Gardens to build financial and relational support for the organization, the Grants & Resource Manager administers ongoing, special projects, general operating, and capital campaign funding programs. Funding sources include both corporate sponsorships and grants (both foundation and government). Grants are sought for specific programs, general operating expenses, and capital improvements. This position also provides support for fundraising activities, 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

Grant writing and Administration

- Researching government grants, private foundations, corporate philanthropy programs and other potential sources of funding. Grant funding is sought for specific projects and programs including environmental education; horticultural efforts and sustainable practices in garden maintenance; performing arts including theater and classical music; and veteran programs. Securing general operating support and funding for capital improvements will also be essential functions of this role.
- Maintaining positive, collegial, and fruitful relationships with current and future funders.
- Working with internal stakeholders to strategically plan grant applications 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.
- Ensuring all reporting requirements are met for awarded grants, including 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, such as major gift solicitations and appeal letters.
- Coordinating with co-workers to maintain accurate donor records.
- Recording donations and grants, and processing thank-you letters and receipts in a timely manner.

Event Support

- Providing administrative support to fundraising activities.
- Working with other staff and external vendors/performers to coordinate and execute event night duties as needed.
- Post-event follow-up: overseeing 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 engage in partnership opportunities (such as the Arts & Culture Coalition, Heritage Capital Project Coalition, INSPIRE Washington Arts, Heritage and Science Week, etc).

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 grant writing 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 effective communication skills. Maintain a pleasant, positive demeanor in all funder/donor communications.

Equity and Inclusion:

- Demonstrate and 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 a resume and cover letter with three references to swarner@lakewoldgardens.org.

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Lakewold Gardens employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.