



## **WCG Grants Manager**

### **Organization and Program Description:**

Wasatch Community Gardens (WCG) is a community-based, nonprofit organization dedicated to empowering people to grow and eat healthy, organic, local food. Since 1989, we have provided children, adults, and families in Salt Lake County with access to land and education for growing and eating fresh produce, while building and nurturing community connections through gardening and healthy food. We accomplish this through four main programs: Community Garden, Community Education, Youth and School Garden, and Job Training.

### **Overview:**

The Grants Manager reports to the Director of Foundation Giving and is responsible for: writing grant proposals to obtain funding support from foundation and corporate funders for operating funds and special projects and initiatives; working with appropriate program staff to develop and articulate proposed projects; and researching potential funders.

### **Primary Responsibilities:**

#### *Grant Writing – 70%*

Assists with the development and submission of grant proposals/reports to obtain funding support from foundation and corporate funders for operating funds and special projects and initiatives.

- Works with Director of Foundation Giving and Director of Programs to develop and articulate proposed projects and follow-up grant reports.
- Research potential funders and makes contact with foundation staff.
- Produces status reports for grant writing activity for the Director of Foundation Giving.

#### *Donor Services – 20%*

Organizes and implements administrative systems to ensure an effective and efficient development effort.

- Records, processes, and creates letters of acknowledgement for gifts from grant funders.
- Assists with campaigns as needed.
- Maintains donor database and prepares fundraising report for Director of Foundation Giving.
- Assists in coordinating donor appreciation and fundraising events.

#### *Additional Responsibilities – 10%*

- Attends and actively participates in staff meetings, team meetings, staff workdays, and trainings.
- Provides support at WCG's signature events (Spring Plant Sale, Tomato Sandwich Party, Volunteer Appreciation Banquet, Giving Tuesday, and Love Local Holiday Market).

### **Qualifications and Experience:**

WCG recognizes that far too often women, trans, and non-binary people, as well as other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. If the work and possibilities described above excite you, we encourage you to apply.

### **Required:**

Strong candidates will offer the following skills and experiences:

- 1 to 3 years of relevant experience in grant writing or a related field

- Confident working in an online database
- Strong verbal and written communication skills
- Highly organized and attentive to detail

**Preferred:**

- Commitment to learning about and practicing anti-racism, inclusion, and equity in food justice
- Excellent interpersonal skills in person and on the telephone
- Positive and flexible attitude, ability to solve problems creatively, willingness to ask for help
- Experience using a CRM tool or software
- Proficiency in Microsoft Office Suite, Gmail and Google Drive/Docs/Sheets/Calendar, and PowerPoint, or willingness to learn

**Hours:**

This position is full-time (40 hours per week) with the potential to be hybrid (remote/in office)

**Salary and Benefits:**

Compensation will be commensurate with qualifications and experience with a hiring range of \$45,000-\$50,000, and a salary growth range of \$45,000-\$55,000. Includes health insurance, Simple IRA, HSA, paid holidays, sick and vacation leave, reproductive wellness leave, and access to garden produce.

**To Apply:**

Please email the following materials to [openings@wasatchgardens.org](mailto:openings@wasatchgardens.org):

- Resume
- Names, titles, and phone numbers of three professional references
- Short response (one page total) to the following items:
  1. Why are you interested in this position?
  2. What strengths will you bring to our team and this position?

Please put "Grants Manager" in the subject line of your email. Applications will be accepted until 5pm, **Thursday, September 7, 2023**. **Applications without references and responses to the questions above will not be considered.**

People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply. WCG is committed to providing equal employment opportunities for all employees and applicants for employment based on individual qualifications and without regard to race, religion, gender, age, national origin, mental or physical disabilities, sexual orientation, or any other similarly protected status. It is our policy to comply with all applicable laws governing employment practices and not to discriminate on the basis of any unlawful criteria. WCG values the diverse backgrounds of its employees and works to create an open atmosphere of trust, honesty, and respect. WCG is an equal opportunity employer and does not discriminate in its employment decisions.