



JOB ANNOUNCEMENT

Grant Writer

South Coast Botanic Garden is a thriving destination for visitors to discover the rejuvenating powers of nature. Determined to provide access to nature to the widest possible audience, the Garden has expanded its services and hosted more visitors than ever before through exhibits and collection upgrades. With the unveiling of the stunning Dorothy and John Bohannon Rose Garden, a show-stopping 400-square foot Living Wall, and the arrival of Hide and Seek, a long-term exhibit of eight remarkable large-scale works of fine art sculpture, the Garden has significantly elevated its presentation of ornamental horticulture. There is even more excitement to come, with a long-range Vision Plan that will reimagine the entire guest experience, including the creation of a 3.5-acre Marilyn and John Long Children and Family Garden scheduled for completion next year. There has never been a better time to join this dynamic team.

POSITION TITLE:

Grant Writer

REPORTING RELATIONSHIP:

Reports to the Chief Development Officer

JOB SUMMARY:

The Grant Writer will maximize the Garden's ability to raise funds through a variety of technical, corporate and informal writing projects.

Working in concert with our front line fundraisers and the Chief Development Officer, the Grant Writer will be responsible for authoring all written projects within the Development Department, including grant applications, stewardship reports, corporate proposals, individual major gift proposals, acknowledgement letter templates, prospect newsletters and sponsorship proposals.

Grant Writer will independently manage the grants calendar, ensuring applications and reports are submitted in advance of deadlines, and proactively checking deadlines for changes throughout the year.

Research is an important function of this position, as we prospect for new corporate, foundation and government sources of funding. This position will research institutional prospects and evaluate the likelihood of success for each prospect.

Collaboration with Garden colleagues is a critical component of this position, as we seek to find synergies between the Garden's programs and upcoming plans and the philanthropic priorities of prospective funders. Open communication Garden-wide will help to keep the Grant Writer informed on new projects as they develop.

RESPONSIBILITIES:

- Research and prepare foundation, government and corporate letters of inquiry, grant proposals, briefings and associated documents as directed
- Coordinate with colleagues to obtain appropriate information for prospecting and proposal preparation
- Develop and maintain information regarding funding and reporting deadlines

- Prepare reports of funded projects as required by the funding source in a timely fashion
- Create proposal templates and customized proposals for Corporate Sponsorship
- Complete writing projects, including the creation of a monthly newsletter for donors and donor prospects
- Create proposals in support of efforts of the Individual Major Gifts fundraisers
- Actively research new prospects for corporate, foundation and government grant and sponsorship programs
- Perform other duties as assigned by the Chief Development Officer in order to meet department goals

REQUIREMENTS:

- Strong knowledge Microsoft Office Suite
- Familiarity with Google Suite, copier and printer
- Ability to work with internet search tools
- Ability to work inside an office environment
- Ability to garner proficiency in CRM system, Blackbaud Altru
- This position reports to work five days per week in-office at South Coast Botanic Garden
- Detail-oriented and highly organized with the ability to understand and apply big-picture concepts
- Excellent written communication skills and the ability to articulate a compelling case for major philanthropic support of programs, present institutional objectives persuasively, and translate Garden concepts and programs into compelling fundraising proposals
- Ability to meet proposal deadlines; effectively communicate the needs of the Garden to prospective funders through written proposals
- A high degree of professionalism when interacting with others and ability to maintain confidentiality
- Demonstrated success in managing multiple projects simultaneously with high degree of attention to detail
- Excellent time management skills and an ability to work in a deadline-driven environment
- Presents as approachable, friendly and enthusiastic
- Reliable attendance
- Must be self-motivated and have focus and a strong work ethic

QUALIFICATIONS:

- Associate or Bachelor's degree preferred in writing, English, journalism, public relations or relevant field or equivalent experience
- Technical grant writing experience with a demonstrated success in securing funds is required
- Experience in and knowledge of foundation-related fundraising preferred
- This position occasionally requires lifting of up to 15 pounds

Position is full-time, exempt, working Monday through Friday. Must be available some weekday evenings, some holidays and some weekends for event support. The annual salary starts at \$65,000. Please submit your cover letter and resume to danielle@southcoastbotanicgarden.org to apply. The Foundation is dedicated to a practice of diversity, inclusion, access and equity for all employees and visitors.