



Arbor Day Foundation™

Grant Specialist

Are you gifted in the art of verbal and written communication? Do you have the talent to influence key decision makers to making grant contributions through aligning their needs with the opportunity to further the mission of environmental stewardship? Do you consider yourself to be naturally persuasive, socially intelligent, and exceptional at developing strategic relationships?

The Arbor Day Foundation is seeking someone who is gifted at developing and coordinating grant seeking efforts. This role requires a highly driven individual that has excellent interpersonal communication skills, especially in grant writing. This key role will help support the scope and depth of the Foundation's programs through securing funds from private foundations.

The ideal candidate is experienced at establishing and developing strategic relationships and excels at coordinating all aspects of the grant process, from initial concept and research to writing proposals and managing relationships. This individual will also be responsible for collaborating with team members in the different areas of the Foundation to understand their objectives, and explain procedures necessary to obtain funding.

The Foundation offers an excellent working environment, salary commensurate with experience, an attractive benefits package, and the opportunity to enhance our environmental impact. If you thrive in a fast-paced, high-energy environment where you can make a difference, please send a cover letter and resume to: Arbor Day Foundation, Yinka Akinyemi, 211 N. 12th St., Lincoln, NE 68508, or talent@arborday.org.

Responsibilities:

- Obtain grant funding for Arbor Day Foundation programs from private foundations.
- Understand needs of private foundations and align them with the objectives of various Arbor Day Foundation programs.
- Research and prioritize potential private foundation opportunities.
- Cultivate and deepen Foundation relationships with key decision makers.
- Support program managers by explaining procedures necessary to obtain funding.
- Work with team members to coordinate and prepare meaningful solicitations, including proposal writing.
- Write grant applications, according to formats required, and submit applications to funding foundations.
- Direct prompt acknowledgment of gifts, fulfillment of activities, evaluation of programs, and follow-up reports.
- Promote stewardship from donors, leading to more sustainable and long-term commitments.
- Direct and coordinate evaluation and monitoring of grant-funded programs for the Foundation.
- Maintain master files on grants and monitor paperwork connected with grant-funded programs.

Qualifications:

- At least 3-5 years of success obtaining foundation grants.
- A passion for the Foundation's mission, nature, environmental stewardship, and people.
- Analytical ability to identify the needs of private foundations and match them with the Foundation's opportunities.
- Exceptional writing skills. Especially compelling and persuasive writing within grant proposals.
- Skill to articulate the Foundation's programs and impact in a manner that personally connects with decision makers, helping them feel good about advancing our shared mission.
- Strong interpersonal skills that foster the development of trusting relationships with private foundations.
- Positive attitude, strong work ethic, and a high degree of professionalism.
- Quick learner with the ability to handle multiple tasks efficiently and effectively in a fast-paced work environment.