



Santa Fe Botanical Garden

JOB DESCRIPTION

Job Title: Grant Writer

FLSA Classification: Exempt

Pay Rate: \$36,000-\$40,000

Part Time: ☒ **Full Time:** ☐

Supervision Received: Position reports to the Executive Director (ED).

Supervision Exercised: None.

Job Summary:

Under the general supervision of the Executive Director, the Grant Writer is responsible for increasing net revenue from public and private gifts by researching funding opportunities, preparing compelling grant proposals, and ensuring full compliance with all grantor guidelines, deadlines, and reporting requirements. All activities are integrated into Santa Fe Botanical Garden's (SFBG) broader Advancement and Development efforts.

This is a part-time, exempt position, with a standard schedule of 25-27 hours per week.

Essential Responsibilities:

- Identifies viable public (federal/state/county/city) and private (foundation/corporate) grant opportunities that align with SFBG's mission and operational or restricted funding needs.
- Collaborates with program directors and the Executive Director to gather content for clear, persuasive, and structured grant narratives, including statements of need, goals, objectives, and evaluation plans.
- Collaborates with the Director of Finance and/or program staff to develop accurate project budgets and budget narratives.
- Manages all phases of the grant application timeline, including gathering supporting documentation, coordinating with stakeholders, compiling required attachments, and creating and updating a grants calendar.
- Ensures the proposal strictly adheres to the funder's formatting and compliance requirements prior to final submission.
- Depending on the grant stipulations, tracks deliverables, monitors post-award fiscal administration, and submits periodic progress reports to the funder as required.

Additional Responsibilities:

- Other duties as assigned by the ED.
- Attends and actively participates in staff meetings, team meetings, staff workdays, and trainings as requested by the ED.

- Attends Garden-sponsored events as appropriate.
- Represents the Garden to members, donors, and the public.
- Maintains and enhances professional knowledge in accordance with the Garden's Professional Development SOP, including participation in approved conferences, seminars, certification programs, and other continuing education activities aligned with role responsibilities and organizational priorities.

Competencies:

- Commitment to the Garden's mission.
- Exceptional interpersonal, written, and verbal communication skills.
- Strong analytical skills, with accuracy and attention to detail.
- Outstanding organizational skills and sound judgment, with the ability to manage multiple priorities and deadlines while troubleshooting and solving problems effectively.
- Self-motivated and strategic thinker.
- Adaptive, effective communication and interpersonal skills.
- Goal-oriented, yet flexible and adaptable to the needs of the organization and its constituents.
- Have a positive and motivating presence while embracing change and challenge.
- Ability to work as part of a team and to work collaboratively, as well as independently.
- Ability to establish and maintain effective relationships with funders, co-workers, and supervisors.
- Flexibility, integrity, and the highest degree of professionalism.

Education Requirement:

- BA/BS degree in English, Communications, Journalism, Nonprofit Management, or a related field, and/or grant writing certification, or an equivalent combination of education and experience.

Experience Requirement:

- Minimum of five years of proven grant writing and funder relationship management experience within a nonprofit setting, such as a museum, zoo, botanical garden, nature center, or similar organization.

Knowledge, Skills, and Abilities:

Required:

- Proficiency with Microsoft Office, Google Suite, and working CRM knowledge (Altru preferred).
- In-depth knowledge of grant proposal submission and reporting processes.
- Strong research skills and knowledge of information sources.
- Ability to manage multiple deadlines and competing priorities.

Preferred:

- Knowledge of horticulture, botany, and/or botanical gardens.
- Bilingual and multilingual skills valued.
- Supervisory experience.

Special Requirements:

- Valid New Mexico Driver's license.
- May be required to work weekend or evening hours, and occasionally on holidays.

- Ability to successfully pass a criminal background check.

Physical Requirements:

- Must be able to walk on uneven terrain and navigate stairs.
- Must be able to lift and carry materials up to 35 lbs.
- Must be able to assist with the setup and takedown of Garden events.

Working Environment:

- Work is performed largely in an office environment.
- Some outdoor and evening work in the Garden for special events.

Equal Employment Opportunity:

The Garden is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

Americans With Disabilities Act:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities:

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. The Garden may change the specific job duties with or without prior notice based on the needs of the organization.

Signature

Date

Printed Name