



Angelic Organics Learning Center

Job Description

6/10/09

- Position:** Grants Manager – Chicago Office
- Supervisor:** Associate Director for Resource Development
- Salary:** \$18,000 - \$20,250 at ¾ time plus benefits, depending on qualifications
For FY2010, position may increase to full time at \$24,000 – \$27,000 plus benefits - depending on qualifications
- Status:** Application deadline: 7/10/09
Start date: July 2009

Position Description

The Grants Manager provides support for the organization's resource development and communications departments, and works closely with the Associate Director (based at the Chicago office) and the Administrative Assistant (based at the farm office). For the remainder of FY2009, this position is 30 hours per week (M-F) with occasional evening and weekend meetings/events. For FY2010, this position may increase to 40 hours per week. The position is eligible for benefits, including the group health plan.

General Responsibilities

- Assumes responsibility for the comprehensive identification, development, processing, submission, and monitoring of all grant proposals and reporting requirements.
- Focus on identifying, building, cultivating, and sustaining relationships with current and prospective corporate, foundation and government funders.
- Maintaining grant records in an eTapestry donor and contact database, including data entry, creating queries, and running reports
- General clerical and administrative support for resource development and communications departments, including developing procedures and managing hard copy and computer files
- Assist with event planning, ticket sales, and staffing
- Other duties as assigned by supervisor
- May have opportunity to be involved in garden, greenhouse, and/or beekeeping activities at the Chicago office

Required Qualifications

- At least 2-3 years of grant management experience
- Experience with data entry or database management
- Strong writing skills
- Windows and internet literacy, with proficiency using Microsoft Word and Excel and ability to type at least 60 wpm
- Self-motivated
- Excellent ability to prioritize assigned and ongoing tasks and manage time effectively
- Highly organized
- Excellent attention to detail
- Ability to multi-task
- Ability to work with remote co-workers and volunteers via phone and email
- Ability to communicate clearly, professionally, and promptly with volunteers, donors, and the general public verbally and in writing, including via email
- Commitment to the Learning Center's work to build local food systems
- Interest in learning about our programs and about local food systems/sustainable agriculture
- Proficiency in a second language, especially Spanish, desired but not required

To Apply

Please familiarize yourself with our website at www.learnrowconnect.org. Then send your cover letter and resume to jobs@learnrowconnect.org. All documents should be sent in PDF format.