

Hoyt Arboretum Friends



Hoyt Arboretum Friends Position Description

Position: Development and Grants Specialist

Reports to: Development Director

Classification: Full-time, 40 hours per week (could consider 32 hours)

Pay Range: \$54,000-\$60,000

Application Deadline: To ensure full consideration, please apply by March 11, 2024 at 5pm

Hoyt Arboretum Friends (HAF) is seeking a Development and Grants Specialist. The Development and Grants Specialist will report to the Development Director and play a key role in our organization's fundraising efforts. This position is responsible for the Development team's administrative responsibilities, fundraising event coordination, and works collaboratively with the Development Director and a contract grant writer to oversee HAF's grants program. This position requires strong writing, program management, and knowledge of program budgets. Hoyt Arboretum Friends is at the beginning stages of a transformational capital campaign and expansion of our Development team, which will provide for opportunities of growth within this position.

The successful candidate is a detail-oriented individual with strong organization and program management experience who thrives in a collaborative environment. We offer a competitive salary and a generous PTO and benefits package. We also invest in the professional development of our staff and encourage a growth mindset.

Grants Specialist (40%)

Managing the administrative responsibilities associated with grants that support HAF's goals in order to meet funder guidelines and criteria.

Key Responsibilities:

- Collaborate effectively with the contract Grant Writer, Development Director, and Education Programs Director from the proposal stage through program implementation, reporting, and renewals, including identifying areas of need and opportunities for program expansion
- Tracking progress toward organizational and programmatic outcomes and goals for related grants
- Collaborating with staff in drafting compelling progress reports and targeted program updates to funders that fully capture programmatic success

- In collaboration with Development Director and Education Programs Director, assembling all necessary supporting materials and documents including budget reports, outcome data and metrics, success stories, etc.
- Monitoring and maintaining grant reporting schedules and requirements
- Maintaining and updating the library of grant applications, support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.
- Executing thank you letters and grant contracts/agreements
- Coordinating with Communications Specialist in ensuring acknowledgment of funders (via website, e-newsletter, and social media if appropriate)

Development Specialist (60%)

Managing the administrative responsibilities associated with the Development office that support HAF's fundraising goals. This includes utilizing creative talents and resources to develop and improve existing workflows and protocols and providing support in the coordination of fundraising events and additional creative donor-centered programming.

Key Responsibilities:

Administrative

- Support Development Director in all aspects of stewardship, including but not limited to: membership growth and support, and monthly membership cultivation
- Help cultivate, solicit, and steward corporations including event sponsorship and corporate partnerships for meaningful and mission-aligned fundraising.
- Support fundraising strategies and year-end appeal
- Processing incoming checks to gifts and pledges
- Gift acknowledgement letters and thank you responsibilities
- Assist with monthly membership reminders
- Maintain annual report listings and other lists as needed
- Coordinate and strategize with the Data Specialist to generate fundraising lists and other lists as needed for the Development Director including but not limited to the year-end appeal
- Produce mailings, including running labels, merging documents

Event Coordination

- Event coordination for the annual Forage in the Forest gala including working with catering, event, A/V and auctioneer staff
- Overseeing event registration duties, volunteers, and logistics
- Ensuring post-event gift recognition
- Support Development Director with additional fundraising and friendraising events throughout the year

Qualifications

- Bachelor's degree in a related field is preferred but not required and 3+ years of work experience in fundraising and grant writing or grants management
- Proficiency in Microsoft Office and Google Suite
- Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks in effective and efficient manner
- Experience with donor development/software systems (a plus- Bloomerang)
- Familiarity and experience working with national, governmental grants is a plus.
- Ability to pass a background check
- Ability to convey the mission of Hoyt Arboretum Friends and motivate the community through your work.

Hoyt Arboretum Friends expects applicants will have skills and experience relevant to the work listed above, or with similar work. However, we recognize that there are many different paths, experiences, and non-traditional backgrounds that add value to one's work, and we encourage applicants to apply even if they do not have all of the preferred skills and experience. HAF is prepared to support the training necessary to ensure qualified candidates have the skills to effectively accomplish the work.

Compensation and Benefits

Salary range is \$54,000-\$60,000 and will be based on years of experience and second language fluency. We offer 20 days of PTO plus 11 paid holidays (prorated if working less than full-time), 100% employer paid medical and dental coverage for the employee (family members may be included at the employee's expense) and a 3% retirement contribution. We prioritize a healthy work/life balance.

Work Space Expectations for Staff

This is a hybrid position that will require working from the HAF office (located in the Hoyt Arboretum Visitor Center) up to three days per week and working from home the remainder of the days. Hours for this position are generally Monday-Friday from 8:30am-4:30pm but occasional weeknight and weekend hours may be required based on the program schedule.

How to apply:

For immediate consideration, please submit a cover letter (no longer than one page) that addresses the questions below.

- What experiences in your life have shaped your views on diversity, equity, access, and inclusion?
- How has your career to date led you to this position and this work?

- On what date would you be available to start work with Hoyt Arboretum Friends?

Please email your one-page cover letter and your resume as a single PDF document titled LASTNAME_FIRSTNAME_DEVSPEC.pdf with a subject line of DEVELOPMENT AND GRANTS SPECIALIST APPLICATION to jobs@hoytarboretum.org. No phone calls or emails, please. Due to the large number of submissions, we may not be able to reply to all applicants.

We will begin reviewing applications and scheduling first-round interviews on March 11th and continue on a rolling basis until the position is filled.

About Hoyt Arboretum

Hoyt Arboretum is Portland's museum of living trees. We're proud to be a center for botanical education, conservation research, outdoor recreation, and family-friendly activities. Hoyt Arboretum is also a free public park where all people can take part in the mental, spiritual, and physical enrichment that green outdoor spaces offer. We prioritize providing access and a welcoming environment for people of all backgrounds, so that no one is excluded from the health benefits and educational resources available at our park. Hoyt Arboretum thrives thanks to the partnership between Hoyt Arboretum Friends (HAF), a membership-based, nonprofit organization and Portland Parks & Recreation.

Hoyt Arboretum Friends is an equal opportunity employer committed to a diverse, multicultural work environment. This job description is not all-inclusive and may be amended.

Our Mission and DEAI statement can be found here.