



Job Description - Grants Officer

Summary: The Grants Officer's primary duties are to prospect, identify, and track funding opportunities for grants from private foundations, corporate foundations, and municipal, state, and federal sources; lead grant-writing activities across the organization; track grant reporting deadlines and coordinate report compilation; oversee a portfolio of donors and funders to maintain and/or cultivate relationships with; and assist with other donor outreach and fundraising activities, as needed.

This position can be based out of Maine Farmland Trust's Portland office, Belfast office, or be remote; but candidate must be based in and remaining in Maine.

Reports to: Director of Development

Responsibilities: Manages implementation of some aspects of MFT's overall advancement strategy, including:

- **Managing Grant Funding Prospects and Timelines:** Utilize research tools and other resources to prospect and identify grant funding opportunities that may be available through private and corporate foundations, as well as state and government sources; develop strategies for cultivation and approach; manage grant writing, application, reporting and invoicing timelines.
- **Grant Writing:** Lead the development, writing, and submission of grant proposals, and maintain good overall communication with program funders. Engage other staff in proposal development, as appropriate, and provide oversight, guidance, and assistance to ensure that all grant writing is strategically targeted, well-executed, and fully coordinated with broader efforts within MFT. Work with the CFO and program staff to develop proposal budgets for funding opportunities. Work with MFT program staff and partner organizations to prospect, coordinate, and prepare joint funding proposals when appropriate.
- **Grant Reporting and Invoicing:** Coordinate and track reports and invoices to funders for awarded grants, ensuring all reporting commitments are met in a timely fashion. Program staff are responsible for providing programmatic updates and content for reports and invoices.
- **Data Management:** Along with other Development staff, maintain electronic donor files in the donor database system. Maintain high integrity of grant prospects list and active grant list.
- **Donor Development:** Manage ongoing relationships with a portfolio of donors and funders, and cultivate new relationships in coordination with other Development staff.

- **Equity and Inclusion:** Participate in education/trainings offered to staff with respect to the Equity and Inclusion Impact Area of MFT's Strategic Plan.
- **MFT Ambassador:** Be an ambassador for MFT, and reach out consistently to help build MFT's reputation and membership base. Participate as needed in Development and Outreach events (fundraising events, annual meeting, etc.).

Desired Qualifications:

- Proven grant writing and grant prospecting abilities, with experience submitting a high volume of proposals throughout the calendar year. Experience with foundation, state, and federal grant writing strongly preferred.
- Excellent writing and editing skills.
- Highly motivated, organized, detailed oriented, and efficient.
- Budget development experience.
- Proficiency with relevant technology, including email, word processing, and spreadsheets.
- Experience with, or a willingness to learn to use, fundraising and database software to input notes and make basic queries (knowledge of Salesforce preferred).
- Proven success managing complex tasks and ability to oversee numerous assignments simultaneously.
- Ability to listen and communicate effectively in writing and in person; to build rapport and develop effective relationships with others; and to work well with a wide variety of people.
- Team-oriented.
- Willingness to travel as needed and to work occasionally on evenings and weekends.
- Ability to provide own transportation.
- Commitment to contributing to and promoting a positive work environment.
- Commitment to fostering the future of farming in Maine.
- Past experience in a conservation, natural resource, or farm organization desirable, but not required.

Salary Range: \$55,000 - 75,000