



Grant Support Specialist

The Delaware Center for Horticulture (Wilmington, DE) seeks a qualified, detail-oriented professional to support DCH's grant-based fundraising goals. The *Grant Support Specialist* is a part-time (2-3 days/week), non-exempt (hourly) position reporting to the Grants Manager. This position is part of a small team responsible for the full range of grant-based fundraising for the organization. As an integral member of DCH's advancement team, the Grant Support Specialist will also contribute to fundraising plans to meet the organization's short- and long-term objectives.

Key responsibilities/goals include:

- Research, analyze, and identify grants for unrestricted operating revenue and restricted/programmatic opportunities. Review opportunities and make recommendations to Grants Manager. **(50%)**
- Maintain grant records in the database, ensuring database/ mailing list is accurate. Generate appropriate, targeted acknowledgements for grant awards. **(25%)**
- Provide administrative support for the Grants Manager manager; assisting with the timely submittal of contracts and reports, grant proposals, and auditor requests. **(25%)**

Desired skills and qualifications

- Conscientious attention to detail.
- Ability to meet multiple firm deadlines.
- Working knowledge of Microsoft Word, Excel, and relational databases, preferably Fundly (NonprofitEasy) or similar CRM.
- Strong organizational and communication skills.
- Effective working as a part of a team as well as independently.
- Familiarity with using a variety of on-line databases and internet search tools.
- Bachelor's degree in a related field desired, but not required.
- Ability to work remotely during COVID-19-related facility/office closure, including own home computer or laptop.
- An appreciation of the organization's mission and work we do

Instructions to Apply

Please send a cover letter, resume and three professional references to:

careers@thedch.org (please reference *Grant Support Specialist* in email subject line)

Delaware Center for Horticulture

1810 N. Dupont St.

Wilmington, DE 19806

For information about the Delaware Center for Horticulture's mission, values and programs, please visit www.thedch.org.

Applications will be reviewed as they are received. Position open until filled. No phone calls please.

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