



650 Suffolk Street, Suite G10  
Lowell, MA 01854  
978-455-2620  
MillCityGrows.org

**Position:** Institutional Giving Manager

**Employment Status:** Full-Time, exempt

**Organization Description:** Mill City Grows (MCG) was founded in 2011 as a catalyst for food justice, ensuring that all people of Lowell have access to culturally connected food, land, and education. Our programs have grown from a single community garden to include: food, nutrition and advocacy education for people of all ages; community, school and market gardens; working urban farms; mobile markets and farm shares; and above all encouraging and supporting people to grow their own food. MCG infuses food production spaces with food education to increase food sovereignty, universal access to fresh produce, and promote environmental sustainability throughout Lowell.

**Position Description:** The Institutional Giving Manager (IGM) is a new position at Mill City Grows. As our organization grows, we see the need to grow our Development Team to include an expert in managing a complex institutional giving program that includes grants from private and corporate foundations as well as government departments. The IGM will report to the Executive Director, who currently oversees all Development activities. The IGM will work closely with an external grant writing consultant, assigning tasks as necessary. The IGM will ensure that Mill City Grows accesses monetary resources needed to run our programming through grants and contracts with known and new funding partners. The IGM also ensures MCG is in compliance with all grant agreements, informing and involving program and administrative staff of reporting and billing deadlines, and making sure they are met.

Mill City Grows has a robust grants management system, and long-standing partnerships with many great funders. This position will be coming into a well-functioning system and will have the opportunity to work with experienced grant writers and managers to continue to expand and improve Mill City Grows grant management program.

The ideal candidate is a terrific writer and communicator, with the ability to understand complex instructions, and deliver a product on deadline. The candidate should thrive in a diverse workplace, where working across departments to gather and synthesize information is a welcome challenge.

**Responsibilities:**

Responsibilities include but are not limited to:

- Write, edit and submit competitive grant proposals to various requests for proposals, ensuring that deadlines are met. MCG typically applies to an average of 55 requests for proposals per year.
- Maintain a list of potential grant opportunities with deadlines, and manage the application process for these, involving administrative and program staff in the proposal drafting process as appropriate.
- Track reporting deadlines for all grant contracts, and work with the Director of Education and Executive Director to draft and submit reports on time.
- Build out and maintain Grant tracking module in Salesforce database with collaboration from Salesforce Administrator consultant

- Ensuring that all parties (leadership, development team, board, and program staff) are informed of and have access to current grant contracts/documents, deliverables, and timelines
- Support coordination of funder site visits (i.e. scheduling, informing key staff, preparing spaces and team members, and occasionally leading visits)

**Work Environment:** Work to be conducted primarily at Mill City Grows HQ, however some work will be conducted on location at various Mill City Grows program sites, or remotely via technology.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit for more than an hour at a time
- Keyboarding/screens
- Working around crowds at occasional program and fundraising events

**Qualifications:**

- Bachelor's degree preferred
- 1-2 years of experience in non-profit fundraising, or a job that requires technical writing, or writing to meet deadlines.
- Excellent communication skills, written and oral.
- Ability to use Microsoft Office; Google Suite.
- Salesforce.com experience preferred but will train.

Candidates must have the ability to not only see obstacles, but craft feasible solutions to meet goals; demonstrate a commitment to cultivating community and promoting equity and inclusion; be a great team player; team-minded but able to work independently and passionate about food justice; possess an interest in sustainability; have a love of learning, and a desire to grow professionally and personally.

**Compensation:** \$52,000 starting salary, with annual increases

The salary offered will be commensurate with experience.

**Benefits Offered:** Mill City Grows offers a strength-based collaborative team environment; a supportive and creative work setting; and professional development opportunities. Mill City Grows is proud to support all our staff in professional growth and advancement. Parking and an accessible office location in Lowell is available. This position may require some evening/weekend hours. Benefits include: health, dental, & vision insurance employer pays 75%, short term disability, 401K with employer match, 13 paid holidays, vacation, sick, & personal time off, bonus week off between Christmas and New Year's off not deducted from PTO, and farm-fresh veggies!

**To Apply:** Please send your resume, cover letter, and three references to [hr@millcitygrows.org](mailto:hr@millcitygrows.org) with the subject line "Institutional Giving Manager".

*Mill City Grows is an Equal Opportunity Employer. We will not discriminate against employees or applicants for employment on any legally recognized basis including but not limited to: veteran status, uniform member status, race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, genetic information, or any other protected class under federal, state or local law. Consistent with the policy of nondiscrimination, Mill City Grows will provide reasonable accommodations to a qualified individual with a disability as defined by the ADA and similar state laws. Mill City Grows especially encourages local residents to apply.*