



Position Description

Corporate Entity:	GreenSeam LLC.
Job Title:	Partner Relations and Grant Manager

Position Type:	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern
	<input checked="" type="checkbox"/> Exempt (salaried)	<input type="checkbox"/> Nonexempt	(Hours _____ / week)	

POSITION SUMMARY

GreenSeam is seeking a Partner Relations and Grant Manager to join our team. This is a highly relational role responsible for securing financial support for GreenSeam by cultivating deeper relationships with current financial partners, expanding the number of partners supporting our work, and seeking local and national grant opportunities. This position reports to the Director of GreenSeam.

- PRIMARY ACCOUNTABILITIES**
- 1) Grants:
 - Researching, preparing, submitting, and managing grant proposals/reports that support the goals and meets funder guidelines and criteria
 - Serves as the primary grant writer
 - Manages funder relationships, engages in compliance reporting, and supports special project initiatives
 - Strong writing, data analysis, program budgeting, project management skills, with an emphasis on outcome measurement
 - 2) Partner Relations:
 - Maximize the corporate donor experience through a comprehensive account management process focused on strategic engagement, retention, and expansion
 - Execute growth strategies with a special focus on pursuing new business opportunities
 - Must demonstrate confidence while working with all levels of corporate donors including C-Suite
 - Leverage existing decision-maker relationships, to strengthening current relationships and build a new business pipeline
 - Work cross-functionally to leverage and enhance investors and prospect engagement, utilize data base management and manage total portfolio to achieve financial and non-financial goals

COMPETENCIES (BUSINESS DEVELOPMENT)		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Professional presence • Post-secondary degree • Minimum of 7 years of work experience in related field • Have a passion and desire to work in agriculture 	<ul style="list-style-type: none"> • Work experience with a community-based organization • Working with a volunteer-based organization

	<ul style="list-style-type: none"> • Desire to live and work in the GreenSeam 	<ul style="list-style-type: none"> • A degree related to ag communication or agribusiness
Experience	<ul style="list-style-type: none"> • Worked or interned at an ag business or related business/organization • Demonstrated ability in relationship development & management • Strong marketing and communication background (written and verbal) • Building a professional network 	<ul style="list-style-type: none"> • Previous experience in economic development at the city, county, regional, or non-profit level • Have managed volunteer committees • Understanding of the talent challenges/opportunities in the region
Knowledge	<ul style="list-style-type: none"> • Project management • Research, compile and manage information • Proficiency with office technology and software applications including Microsoft Office products 	<ul style="list-style-type: none"> • Understanding of regional economic development marketing • Understanding of education and business collaboration. • Understanding of ag, food and supply chain • Marketing and brand promotion
Skills & Ability	<ul style="list-style-type: none"> • Must have a driven mindset • Must be a self-starter • Ability to create new processes and follow through • Strong interpersonal skills • Professional communication skills - written and verbal • Ability to handle multiple tasks and priorities simultaneously with accuracy and attention to detail • Problem solving skills with the ability to deliver quality work in a deadline-driven, multi-faceted environment • Ability to travel the region • Time management skills 	<ul style="list-style-type: none"> • Process and detail focused

JOB CONTEXT	
Reports To:	President & Director of GreenSeam
Supervises:	N/A
Interaction:	Greater Mankato Growth, Inc. Staff Committee and Board Members Communities in the Region Chambers and Economic Development Professionals in the Region Investing Businesses in the Region
Financial Responsibilities:	Assist in building an annual budget and stay within scope of the annual budget.
Conditions of Service:	Employment eligibility in compliance with U.S. Immigration Reform and Control Act. Travel outside of the office (requires a valid driver's license). Work may require attention/attendance outside of normal office hours (including travel both in and out of state, as well as overnights stays)

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the person responsible for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.