

ERIN CARPENTER

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SELECT EXPERIENCE

GRANTS COORDINATOR

ICAST International Center for Appropriate and Sustainable Technology 7/2024–2/2025

- Researched and identified potential funding opportunities that aligned with organization goals; compiled relevant data for opportunity evaluation and go-no-go decisions.
- Simplified complex application requirements by creating and following templates and checklists.
- Assisted in preparing grant, RFP, RFI, and RFQ narratives, qualifications, and budgets.
- Assembled necessary documentation to ensure application completeness.
- Managed proposal tracking within the Business Development team using Asana and Salesforce.
- Supported grant writers by drafting boilerplate, templates, and supporting documents.
- Organized/maintained files, improving document retrieval efficiency and reducing redundancy.
- Oversaw grant submission portals including Grants.gov, Cybergrants, and IE-Exchange.
- Contributed to the creation and revision of process documentation.

SUSTAINABILITY COORDINATOR | TEAM LEAD

Green Iowa AmeriCorps, Polk County Public Works 10/2023–7/2024

- Collaborated on a \$50M EPA grant proposal for regional environmental and social initiatives.
 - Wrote portions on transformative impacts, job quality, documentation of assumptions, budget narrative, and copy-edited the final narrative.
 - Led production of GHG inventories; produced appendix with carbon reduction targets.
 - Assisted with outreach marketing, messaging, and brand development.
- Facilitated engagement with government officials and industry leaders to gather input and support for climate pollution reduction.
- Assisted with marketing, messaging, and brand development, with a focus on making information accessible to diverse audiences.

LAND & WATER STEWARD | TEAM LEAD

Green Iowa AmeriCorps, Practical Farmers of Iowa 11/2022–10/2023

- Successfully took over an ongoing project, achieving a 32% budget savings and reducing errors by 70% through streamlined communication and meticulous project management.
- Analyzed data from member surveys to inform program development and strategic planning.
- Collaborated with the Marketing Team on outreach efforts to members & prospective members.
- Managed member accounts and provided follow-up using Neon CRM and Airtable.
- Assisted in organizing and implementing education events with a focus on local food systems, sustainable agriculture, and clean water.

PROJECT DEVELOPMENT COORDINATOR

Green Iowa AmeriCorps, UNI CEEE 12/2021–10/2022

- Applied for and executed an urban forestry grant that included 500+ youth volunteers, city parks department, and the local school district.
- Performed 99 home energy audits, reducing clients' utility costs.
- Identified new partnerships, initiated and maintained conversations with local organizations.
- Organized and implemented education events for young professionals and the general public.

CERAMIC ARTIST

Erin Carpenter Pottery

5/2015–12/2021

- Managed 100% of the business including: designing and producing products, applying to art shows/galleries, accounting and taxes, customer service, conducting workshops, website and online store creation, and managing workflow to meet deadlines.
- Grew social media audiences to +14k on Instagram, +2k on Facebook, and +1k on Youtube.
- Received multiple awards, including Best of Show at Oconomowoc Festival of the Arts in 2019 and Edwards Place Fine Art Fair in 2018.

PROGRAM ASSISTANT

ILR Community Visioning

4/2009–10/2010

- Coordinated campus-based research with professional consultants working in the field.
- Supervised and reviewed products produced by interns and professional consultants during planning assistance to client communities.
- Produced periodic reports on the progress of the planning projects.
- Trained and directed student employees in technical duties and software.
- Oriented professional consultants to the program and contract expectations.

COMMUNITY INVOLVEMENT

HEAD INSTRUCTOR

Ames Parks and Recreation Taekwondo

8/2009–Present

- Primary instructor of hundreds of students, ages 5 to 70+.
- Fostered a love of martial arts, personal development and empowerment.
- Developed a curriculum based on World Taekwondo and Kukkiwon standards.
- Trained instructors in service of diverse students.
- Supported a culture of inclusivity and diversity.

FOUNDING PRESIDENT

Iowa Taekwondo Alliance

8/2013–12/2019

- Facilitated a coalition to create an organization for grassroots sport development.
- Led organization startup, gained 501c3 status and sanction under USA Taekwondo and the US Olympic Committee.
- Advocated for transparency and accountability in national operations.
- Organized and hosted events, training sessions, and the annual state championship tournament.

VOLUNTEER

City of Marshalltown

- Served in various committees and capacities including: Trees Forever Committee, Storm Water Advisory Committee, and Nuisance Enforcement Advisory Taskforce.

EDUCATION

Bachelor's of Landscape Architecture. Double major: Landscape Architecture and Environmental Studies. Iowa State University.

CERTIFICATES

Certified Nonprofit Professional. *In progress.*

Your Leadership Edge and Leadership Marshalltown. 2022-23.

Grant Writing for Nonprofits. University of Northern Iowa's Green Iowa AmeriCorps Program. 2022.