

Position Title: Grant Writer

Accountable to: TBD

General Description: The primary objective of this position is to coordinate and manage the Foodbank's grant program including conducting grant development, prospecting of potential grants, and stewardship. Additional writing assignments will be determined as needed, such as newsletters and annual report.

Responsibilities:

- Identify, research and evaluate possible new grant funding opportunities from corporations, foundations, and organizations.
- Prepare and write grant funding applications and proposals.
- Track all submitted proposals/grants; responsible for all grant reporting and follow up to corporations, foundations and organizations.
- Prospect and cultivate new funders.
- Facilitate funder site visits including presentations related to funding proposals/grant opportunities to prospective funders.
- Develop and maintain professional relationships with corporations, foundations and organizations.
- Requires on-site support on evenings and weekends when required for special events.
- Activities of this position are designed to achieve development revenue goals and to advance the efforts of the development department and FSEVA as a whole.
- Other duties as assigned by the management of the Foodbank.

Qualifications:

- Bachelor's Degree with a minimum three years of successful experience in public relations or related field and have experience in researching, writing, and obtaining grants.
- Knowledge of non-profit services.
- Excellent written and verbal communication skills; strong project management and self –starter with ability to manage multiple projects.
- Strong interpersonal and networking skills; desire and ability to cultivate, motivate and maintain effective working relationships with funders and community members from diverse backgrounds and all organizational levels.
- Good judgement and discretion.
- Orientation to detail, accuracy, and the meeting of deadlines.
- Ability to work cooperatively with other Foodbank staff and volunteers.
- Ability to present a professional demeanor under a variety of conditions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business correspondence, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, the general public, top management, and/or the board of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSE, REGISTRATIONS & OTHER REQUIREMENTS

None required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms when working with documents, files, computers, or office machines. The employee is occasionally required to climb or balance and stoop, crouch, or kneel when working with files. The employee must frequently lift and/or move up to 10 pounds when working with documents and occasionally lift and/or move up to 25 pounds when working with office equipment.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts when working with office machines. The noise level in the work environment is usually moderate as in the typical office environment.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

HOW TO APPLY

Please send a resume, cover letter, and salary history to Karen Joyner, Chief Financial Officer, at kjoyner@foodbankonline.org. Include the position for which you are applying.