



Position Description

Position Title: Grant Writer
Job Status: Full-time, non-exempt

Department: Development
Reports to: Grant Manager

JOB SUMMARY

The Grant Writer is part of a dynamic fundraising team that works collaboratively to raise essential funds for the Redwood Empire Food Bank's ongoing operations and strategic programs. The position is responsible for developing and writing grant proposals to foundations and other grant-making organizations, and will persuasively communicate the Food Bank's mission and programs to potential funders. The Grant Writer works closely with our Grant Manager and Director of Development to ensure the grant process is streamlined and effective. The Grant Writer, who will have extraordinary attention to detail and organizational skills, is responsible for a portfolio of grantors that they steward from the start of the application process through reporting.

MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without accommodation.

- Successfully craft compelling and persuasive grant proposals.
- Maintain up-to-date knowledge of all programs and projects and continually collaborate with the Programs Department to develop and enhance funding opportunities.
- Work closely with Programs to ensure all grant reports are submitted and that the grant process is thorough and correct.
- Steward and engage grantors on a regular basis.
- Track engagement activities in our DonorPerfect Moves Management system.
- Proactively research and seek new grant opportunities, helping to grow our grant funding stream.
- Work in partnership with the rest of the Development team to ensure that the entire program is on track and best practices are being met.
- Assist team members in creating annual budgets, revenue projections, and creating goals, as well as monitoring the projections on a monthly basis.
- Track grantor acknowledgment requirements and work with relevant members of the Development team to meet these requirements (i.e. written acknowledgements, social media, etc.).
- Participate in various grants meetings and attend other meetings as needed.
- Assist the Development team in other capacities as needed.
- Update skillset as needed.

SKILLS AND QUALIFICATIONS

- Bachelor's Degree in Business, English, Public Administration, or related field.
- Minimum of 10 successful grant applications funded.
- Exceptional writing and editing skills, able to craft technical grant proposals and also engaging communication pieces.
- Highly detail-oriented with excellent communication skills.
- Knowledge and understanding of the identification, cultivation, solicitation and stewardship strategies pertaining to grantors and institutional giving.
- Ability to be innovative and take the initiative to seek additional funding opportunities.

- Self-starter that despises idle time, loves to keep busy, and can set and achieve work goals and deadlines.
- Possess impeccable organizational skills.
- Ability to manage multiple ongoing tasks and projects with attention to detail and accuracy while adhering to deadlines.
- Ability to effectively and efficiently seek and find needed information (grant opportunities, statistics, results, etc.) both within the REFB and externally, including experience with grant prospect research.
- Take pride in your own successes and those of your teammates.
- Ability to coordinate well with individuals from a variety of backgrounds.
- Strong customer service and willingness to assist others.
- Exercise sound judgment and discretion. Strong ethical character capable of handling confidential and financial information.
- Ability to work independently with minimal supervision.
- Ability to work effectively with other REFB staff, volunteers and funders. Ability to cooperatively work with staff, vendors, and volunteers from diverse backgrounds.
- Familiarity with food security issues and/or food banking is strongly preferred.
- Proficiency in Microsoft Office Suite, Google Applications, donor databases (Donor Perfect preferred), Adobe Suite.
- Bilingual skills strongly preferred for effective communication with all staff (English/Spanish).

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

The work environment consists of a busy office setting, but requires the employee to occasionally enter the warehouse where the work environment is loud due to equipment and machines.

Employees will need to have the ability to work under deadlines that may require overtime and weekend work on a periodic, but infrequent, basis.

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.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to type, finger, handle, and feel; talk and hear. The employee is frequently required to reach with hands and arms above and below shoulder level. The employee is required to sit, crouch, and bend down at the waist. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

During a disaster, you and your family's safety is the first priority. As an essential service provider and, at times, a first responder, you are requested to report to work as requested, or, at a minimum, to communicate your inability to report to work to your supervisor. Depending upon the nature of the emergency, regular staffing responsibilities may change.

SHARED COLLECTIVE RESPONSIBILITIES

With a goal of creating a cohesive working community, all staff are required to treat one another respectfully and operate with our Core Values as their operating principles. Consider the following:

- Create a safe space to allow and invite truth telling to occur.
- Act with honesty, trust and transparency and deliver on my commitments.
- Be present for the people who work in front of me today.
- Maintain an open mind and be open to different points of view.
- Consistently seek to do better and offer my best self.
- Practice empathy and understanding with all people.
- Learn from failure, mine and others.