



### **Our Mission**

Our mission is to leverage the power of food to end hunger and build healthier communities.

### **Our Vision**

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

### **Our Values**

Our core values define who we are and how we work with our communities. Foodlink and our team members have:

- Compassion - treat all with dignity & respect; build kinship with those we serve
- Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger
- Collaboration - build a shared vision, create synergies, maximize resources
- Agility - respond urgently to the ever-changing needs of our community
- Stewardship - maximize the impact of every dollar, donation and asset

## **Job Title: Grant Writer**

**Department:** Marketing & Development

**Reports to:** Director of Development

**Status:** Full-time, Hourly, Non-exempt

### **JOB SUMMARY**

Foodlink's Marketing and Development Department is responsible for leading all organizational marketing and fundraising initiatives for the organization. The department directs and manages strategic development planning, fundraising campaigns, grants, special events, volunteer coordination, marketing & design, communications, and public relations.

The Grant Writer's primary duty is to research, identify and develop funding sources to support existing and planned Foodlink programs. They will coordinate the development, writing and submission of grant proposals and will be responsible for collecting, analyzing and reporting on the programs supported by funding. They will work with Foodlink's Marketing and Development Department to increase revenue through community, corporate, and foundation support. The Grant Writer reports directly to the Director of Development and manages the efforts of the Grants Working Group, which oversees grant strategy and processes for the organization.

### **KEY RESPONSIBILITIES**

- Creates a comprehensive grant strategy with support from the Grants Working Group
- Defines best practices and processes for communicating and planning with department leaders
- Researches, identifies, and tracks new government and private foundation funding opportunities
- Generates proposals and supporting documents required for applications
- Collaborates with Program Managers and Grant Working Group to identify funding needs for new programs and services
- Cultivates relationships with grant makers in collaboration with the Director of Development and the Chief Strategy & Partnership Officer
- Coordinates and execute grant acknowledgment and reporting processes

- Publicizes grant awards in coordination with Communications Manager
- Manages Foodlink's Grant Tracking document and utilize Foodlink's CRM to document key relationships for existing and prospective funding opportunities.
- Supports development/fundraising/marketing initiatives as assigned

## QUALIFICATIONS

- Bachelor's Degree; background in communications, marketing, or journalism or a related field preferred or equivalent combination of education and experience
  - Minimum of 2-3 years related experience, preferably in a nonprofit setting.
  - Excellent verbal and written communication skills.
  - Exceptional organizational skills.
  - Ability to work independently and as a member of a team.
  - Proven ability to meet strict deadlines with a significant attention to detail.
  - Strong interpersonal skills.
  - Proficient in Microsoft Word, Excel, Outlook and PowerPoint.
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## 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. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to type, or handle or feel items such as documents. The team member is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees will follow other instructions and perform other related duties as required.*

**Everyone is welcome here!** Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.