

## Position Description: Grants Writer/Manager (Philadelphia/Hybrid)

<b>Position:</b> Grants Writer/Manager	<b>Department:</b> Development
<b>Reports to:</b> VP of Programs and Development	<b>FLSA Status:</b> Exempt
<b>Revised:</b> February 2023	<b>Classification:</b> Regular Full-Time

### Position Summary

The Grants Writer/Manager is responsible for all aspects of grant activities in compliance with the organization and department goals and objectives. This includes developing and executing a comprehensive program to generate grant support from existing and new funders. This role will include prospecting, preparing, submitting and managing grant proposals/reports that support the organization's goals and meet funder guidelines and criteria. This role serves as the primary grant writer, supports funder relationships, and oversees and tracks all grant milestones.

### Responsibilities

- Research prospective grant opportunities – government, corporate and private – aligned with the organization's strategic and programmatic goals and priorities
- Maintain annual calendar of deadlines for applications and reports
- Develop processes and workflows to ensure timely submission of grant materials
- Participate in monthly grant planning meetings with Senior Leadership to determine direction and need for funding and match opportunities with programs
- Lead grant proposal development and submission – preparing and organizing materials for proposals and submitting and monitoring grant applications, including:
  - Attending bidders conferences and grant application sessions hosted by funders, as necessary
  - Convening grant planning meetings with respective programs and finance to plan for application
  - Coordinating the development of grant requests by establishing timelines and work plans that outline the tasks, assignments and deadlines; meeting all request deadlines; facilitating timely communications with program leadership; collecting grant submission materials from programs and finance
  - Drafting and editing high-quality, compelling LOIs, concept papers and grant proposals
  - Researching and collecting data and study findings to support grant proposals
- Review, summarize and track data on grant awards to report out to Leadership Team
- Manage post-award process, including drafting acknowledgement letters to funders, producing grant onboarding sheets and scheduling grant kickoff meetings
- Support grant report development and submission with program leads and finance
- Oversee and track all grant milestones including, but not limited to: proposals in development, proposals submitted to funders, and proposals that have been approved or declined; communicate to relevant staff about upcoming grants and reports and ensure all grant tracking documents are complete and up-to-date at all times
- Participate in strategic organizational development as part of the Leadership Team
- Establish and maintain positive relationships with program directors, finance team and staff

- Participate and assist with occasional fundraising events and activities
- Perform other duties as assigned

### **Knowledge, Skills and Abilities**

- Understanding of The Food Trust's mission, goals and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office (Excel, Word, PowerPoint) and customized databases.
- Ability to organize tasks in efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Self-directed and motivated, able to manage multiple complex assignments and meet deadlines both independently and as part of a team.
- Strong written and verbal communication skills.
- Possess strong interpersonal skills to demonstrate by courteous, cooperative and professional interaction with diverse groups of co-workers, external business partners, vendor funders and financial institutions.

### **Experience, Education and Licensure**

**Minimum Experience:** 5+ years of demonstrated experience and a proven track record of success in grant writing; excellent written and oral communication skills, outstanding organizational skills and strong facilitation skills required; demonstrated basic knowledge and proficiency in Microsoft Office and Google Workspace; must be a self-starter, able to work independently in a busy, deadline- and detail-oriented environment; integrity and ethics beyond reproach and a passion for The Food Trust's mission, vision and values.

**Minimum Education:** Bachelor's degree

### **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 will frequently stand; walk; sit; use hands to finger, handle or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The employee will spend a majority of time sitting at a desk working at a computer workstation keyboarding and performing routine clerical duties.
- The employee must occasionally lift and/or move up to 25 pounds.
- Operate related office equipment and use necessary tools.
- Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

### **Work Environment**

The work environment characteristics 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.

- The noise level in the work environment is usually moderate.
- Although work is primarily indoors, you will be required to travel outside of The Food Trust locations/special events.
- Position may require occasional trips to attend conferences, seminars and meetings.
- May require working non-traditional hours (evenings, weekends) based on operational needs.

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### **How to Apply**

Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "Grants Writer/Manager" in the subject line.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.*