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| **Reports To**: | Corporate and Foundation Relations Officer |
| **Supervisory Responsibilities?** | No |
| **FLSA Classification:** | Exempt |
| **Work Status:** | Full-time |
| **Revision Date(s):** | June 2021 |

**POSITION SUMMARY**

The position is an integral member of the Development Department, managing a portfolio of corporate and foundation donors and prospects. Responsibilities include writing a large volume of grant proposals and reports for corporate and foundation funders and assisting with prospect research to identify funding opportunities. The Grant Writer must possess strong problem-solving skills, a solution-oriented focus, an orientation toward multi-tasking and resourcefulness. The position will develop and implement activities that support and strengthen the entire Development Department.

Reporting to the Corporate and Foundation Relations Officer, the Grant Writer has accountability for development revenues pertinent to grant funders.

**ACCOUNTABILITIES**

Working closely with the Corporate and Foundation Relations Officer and Director of Development, the Grant Writer will develop and implement strategies and tactics to:

* Prepare grant proposals and progress reports, implement stewardship and follow-up activities, and take initiative at all stages of the identification, cultivation and solicitation of prospects. Position will help track organization’s grant activity and serve as a grant writer of winning proposals.
* Manage several grant requests at various stages of completion simultaneously.
* Provide timely responses to donor inquiries and acknowledgement of gifts while executing a highly effective donor management strategy.
* Collaborate with colleagues across the organization, including the Finance and Impact Departments, to gather information necessary for grant proposals, reports and other communication. Work closely with the Corporate and Foundation Relations Officer and Director of Development to ensure that Second Harvest is meeting all goals of funded grants.
* Work with the Corporate and Foundation Relations Officer to maintain the grant proposal and reporting calendar, and ensure that all deadlines are met. Assist with the grants filing and tracking system, including maintaining essential documentation, tracking next steps, and providing support for others immersed in the grant process.
* Assist the Corporate and Foundation Relations Officer with prospect research aimed at building new and strengthening existing relationships with corporate and foundation funders.
* Work with Donor Services to review all thank you letters for grant funders. Ensure that gifts are recorded correctly in Raiser’s Edge.
* Accurately maintain actions including donor and proposal information in the Raiser’s Edge database.
* Support, as needed, other fundraising and public relations efforts including, but not limited to, fundraising events, public speaking requests, gift processing and volunteer services.
* Adhere to Second Harvest’s Mission, Values Statements and Code of Conduct.

**QUALIFICATIONS**

**Education**: Bachelor’s degree required.

**Experience**: 1 year of experience in grant writing, fundraising, corporate and foundation relations, and/or writing and research in the non-profit sector. Demonstrated success in securing grant funding and developing partnerships and revenue opportunities with grant funders.

**Skills:**

* Must be able to take a grant from start to finish (i.e., exceptional research, writing, editing and proofreading skills).
* Flexibility and ability to prioritize, manage multiple tasks, produce accurate work and meet tight deadlines, with extraordinary attention to detail. Project management experience, excellent organizational skills, and ability to work positively and productively in a team environment.
* Knowledge of corporate and foundation prospect research tools.
* Strong analytical and technical orientation.
* Ability to interpret nonprofit financials and budgets for various purposes.
* Ability to communicate in person and in writing with a diverse population of prospects and donors with varied interests and backgrounds.
* Experience with Raiser’s Edge or other fundraising database preferred.
* Intermediate to advanced-level knowledge of Microsoft Office.
* High professional demeanor, appearance and integrity.
* Excellent written, verbal and interpersonal communications skills.

**WORK ENVIRONMENT**

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks outlined in this job description.

The primary office setting (located in the administrative area of the food bank) has high lighting levels, is temperature controlled, and has limited potential for hazards. This position requires working in an office setting 80% of the time and meeting with external constituents 20% of the time. A vehicle is necessary as is current auto insurance. Some travel for meetings and trainings may be required. Occasionally, the need to respond to issues outside of normal working hours (e.g., grant deadlines, special events, donor meetings, disaster response, etc.) and to assist with warehouse duties (especially during disasters) is required.

**HOW TO APPLY**

1. Email resume and cover letter (with salary requirements) to [jobs@secondharvest.org](mailto:jobs@secondharvest.org).
2. Type “**Grant Writer**" as the only content in the subject line of your email.

The above statements are intended to describe the general nature and level of work performed by employees assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills. This job description does not constitute an employment agreement/contract between SHFB and the employee and is subject to change as the needs of the company and requirements of the job change.