



## *Job Description*

**Job Title:** Development Grant Writer  
**Department:** Development  
**Reports to:** Senior Grants Manager  
**Classification:** Exempt

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### **Job Summary:**

Partners with Sr. Grants Manager in duties furthering the mission of the Grants Office; to secure short and long term support from corporate, foundation, government, and faith-based donors.

### **Major Responsibilities/Activities:**

At direction of and in collaboration with the Sr. Grants Manager:

- Research grant opportunities for programs and projects within programs of the Food Bank;
- Work with Sr. Grants Manager to establish goals and priorities as established by Chief Development Officer for yearly fundraising goals;
- Write proposals, letters of inquiry and online applications;
- Assist in prioritizing project needs through meetings with Program Directors and others;
- Edit draft applications for accuracy, completeness and clarity, paying attention to grant-maker guidelines;
- Provide timely advice and information on funding opportunities, requirements and procedures from research;
- Collaborates in defining and implementing project funding strategies;
- Write acknowledgement letters for proposals you have successfully submitted and follow through with necessary required reports in consultation with program staff and Grants Manager;
- Keep Raiser's Edge updated in respect to proposals that you have written and submitted, including conversations and other communications with contacts at the funder;
- Performs other duties as assigned.

### **Minimum Requirements:**

- Undergraduate degree;
- 2-3 years of experience working successfully in a deadline-drive environment and considerable grant writing experience;

- Knowledge of Microsoft Office to include: Outlook, Word, Excel and Powerpoint and Raiser's Edge software for fundraisers strongly preferred;
- Knowledge of Washington, DC region funders a plus.

### **Knowledge, Skills, Abilities:**

- Demonstrated ability to write for a specialized audience, specifically foundations and corporate donors;
- Must exhibit enthusiasm for working independently and as a team towards the completion of grant projects;
- Excellent verbal communication skills;
- Ability to gather, analyze and evaluate a variety of data;
- Grant application process and preparation of required applications and the ability and commitment to deliver a finished grant proposal with minimum editing and direction from supervisors;
- Knowledge of various funding sources (corporate, foundation, faith-based, government) as starting point in researching grant opportunities available;
- Ability to work under pressure to meet grant deadlines;
- Must have excellent organizational skills including the ability to plan, prioritize and coordinate multiple projects;
- Enthusiasm for educating funders and the public about the issues surrounding hunger through clear, concise prose written to persuade a variety of funder expectations;
- Respect for the priorities and work pressures of colleagues and funders;
- Possesses the ability and aptitude to cultivate donors personally and to provide stewardship for current prospects and to identify future prospects within the overall grants office environment as it fits into Development goals. This may include, but is not limited to, personal calls and visits, extending invitations to events which may interest them and yearly updates for donors on progress of the Capital Area Food Bank as a whole, as well as reporting in the case of specific grants;
- Professional commitment to delivering a polished, conscientiously edited product under often tight deadlines.

### **Essential Physical Functions:**

- Physical activities involve sitting for 90% of the work day.
- Occasionally lifts office supplies up to 20 pounds.

### **Work Environment:**

- Normal business office, with frequent tight deadlines
- Regular hours Monday – Friday from 8:30 am to 5:00 pm; extended hours when necessary and for special events.

**EOE**

[www.capitalareafoodbank.org](http://www.capitalareafoodbank.org)

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

