



Title: Grants Writer
Department: Strategic Partnerships & Community Engagement
Reports to: Director, Foundation & Corporate Giving
Classification: Exempt

The Capital Area Food Bank feeds those who suffer from hunger and malnutrition in the Washington, DC metro area by acquiring and distributing food through our network of 700 partners. Our food distribution is complemented by outreach, education, and training to help those in need. The Capital Area Food Bank is a member of Feeding America, a national network of over 200 food banks.

Position Overview:

The Foundation Grants Writer is responsible for supporting the Director of Foundation & Corporate Giving and the Capital Area Food Bank in writing grant proposals and reports, acknowledgement letters and other grant fundraising instruments to develop and execute strategies that secure grants from foundations, both private and corporate and government entities. The Grants Writer also works with the Grants Director to take a role in reporting to, cultivating, and maintaining relationships with foundations, corporate foundations and government entities to build strong partnerships between CAFB and its funders. The Grants Writer reports to the Director of Foundation & Corporate Giving.

Essential Functions:

Foundation Grant Writing and Management

- Working with the Grants Director and in cooperation with the Strategic Partnerships and Corporate Partnerships Teams in an assigned or collaborative role, prepare Letters of Intent, grant proposals, grant reports and acknowledgements to current and potential foundation funders, including developing written content, copy-editing, and reformatting of text.
- Coordinate cultivation with assigned funders, including responses to clarify questions with specific grant proposals as they progress, make and answer calls regarding submission dates and guidelines for assigned foundation and corporate portfolio, engaging program staff as necessary to answer questions.
- Support the establishment of independent foundation and corporate foundation records to help create and maintain:
 - A master foundation prospect list with contact information, grant application form, grant ranges, information on foundation trustees, grant requirements, grant deadlines, and similar information, sharing Outlook calendar pages with Grants Director for efficient tickler system of application and report deadlines.
 - A clarification of foundation interests and identification of how those interests intersect with CAFB programs and projects.
 - A grants calendar to ensure ongoing, systematic grant application to foundations, deadlines for filing, deadlines for reporting, and a “grants requested, grants approved but not yet paid, and grants received” spreadsheet for report purposes.
 - Support coordination of grants reporting needs with program staff to ensure adequate measures are in place to gather required data to file final grant reports, and to ensure the team has adequate notice about information required for grant reporting.

Government Grant Writing and Management

- Support an ongoing review of federal grant opportunities, including research, analysis, and recommendations from Feeding America.
- Support an ongoing review of state (District of Columbia, Suburban Maryland, and Northern Virginia) and local grant opportunities related to the mission and programs of the food bank;
- Write grants to secure available government funds.
- Work with the Partners & Programs Team, helping to ensure adequate record keeping and data to allow measurement of grant impact or collection of data required in grant reporting.

Donor Cultivation and Stewardship – Building a Portfolio

- Serve as contact for assigned entities and backup for other foundation and government relationships as necessary.
- Build and strengthen relationships with foundation and government representatives to improve communication with funders and increase likelihood of obtaining new funding and maintaining current funding, including organizing and leading site visits and contract monitoring visits with funders, keeping them informed about CAFB's work.
- Make personal calls on funders when possible to build stronger relationships, convey appreciation, and position funders as key partners in the food bank's mission and success.

Other Responsibilities

- Remain current on grant writing initiatives and best practices through independent study, participation in seminars, workshops, and courses.
- Keep current with Capital Area Food Bank Programs and Core food distribution priorities.
- Become knowledgeable about Feeding America strategic initiatives, goals and studies, including participation in Webinars and other FA-offered enhancements to gain knowledge of peer food banks, Feeding America network expectations concerning grant submissions and reporting;
- Duties as assigned, including participation in food bank special events, fundraising fairs and Team activities.

Minimum Requirements:

- BA/BS degree in related field require
- 2-3 years professional experience in grant writing, grant management, funder cultivation and solicitation
- Fundraising certification preferred

Other Skills/Abilities:

- Familiar with grant writing standards and practices in the non-profit sector;
- Knowledge of the ethical standards within fundraising;
- Knowledge of food distribution/hunger issues a plus; and
- Knowledge of and experience with donor data management systems and generating ongoing reports; experience with Raiser's Edge also a plus;
- A commitment to the values and standards expressed in the Capital Area Food Bank's mission.
- Proven writing and editing skills marked by the ability to communicate key points in a clear and compelling manner;
- Highly organized and efficient;
- Ability to research grant requirements and explain them to leadership and program officers accurately in order to help determine mission fit between the funder and the food bank; to further the food bank's mission and meet grant guidelines, filing and reporting requirements;
- Ability to work collaboratively with a team;

- Strong project management and research skills, with the ability to prioritize and get things done on schedule;
- Exhibits strong interpersonal, and problem solving skills;
- Demonstrated Initiative and creativity;
- The ability to set goals and follow through with little direct supervision.

Physical requirements:

- Physical activities involve sitting for 80% of the work day.
- Occasionally lifts office supplies up to 20 pounds.

Work Environment:

- Normal business office, with frequent tight deadlines
- Regular work hours are Monday through Friday from 8:30am to 5:00pm; with weekends or extended hours for special events.

EOE

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.*