

THE FOOD BANK JOB DESCRIPTION



TITLE: Grant Writer

CLASSIFICATION: Full time, 40 hours per week

SUPERVISOR: Director of Development

As the Grant Writer you will work to further the mission of The Food Bank for Central & Northeast Missouri; applying your research skills, writing strengths, attention to detail and initiative to advance the goals of the Grants Team. You will work closely with the Grant Coordinator to support grant writing efforts in terms of growing grant opportunities and meeting project deadlines with the shared motivation of bringing together community resources to feed people in need.

RESPONSIBILITIES:

- Contribute to TFB's grant writing efforts including (but not limited to) researching opportunities.
- Write grant proposals and final grant reports.
- Compile and maintain hunger related material and statistical data, including the compilation of external data from other sources.
- Work closely with the Grant Coordinator to ensure data and message accuracy and consistency throughout all grant applications and reports.
- Meet all deadlines for grants and projects with all departments of TFB.
- Maintain updated records and files in support of the overall grant program.

QUALIFICATIONS:

- Bachelor's Degree in Communications, Human Services, or a related field.
- Prior professional experience of in the area of hunger issues/food insecurity preferred.
- Grant writing experience with private foundations, government (local, state and federal) contracts, or corporations preferred.
- Exceptional verbal and written communication skills, including proper grammar and knowledge of AP Style Writing Guidelines.
- Ability to work collaboratively with other The Food Bank staff members to satisfy grant requirements.
- Computer literacy; ability to use Windows-based software (Word, Excel, PowerPoint and Publisher) as well as customized internal systems such as grant tracking software and database management.
- Ability to maintain composure, productivity, and meet deadlines in a high pressure environment Flexibility.
- Ability to take initiative, learn quickly and grasp new overarching concepts while ensuring attention to detail and accuracy.
- Efficient time management and innovative problem-solving skills.
- Ability to build relationships with foundation representatives, agency representatives, volunteers, donors and community leaders.