



JOB POSTING

Grants Administrator

ABOUT US

Inter-Faith Food Shuttle envisions a hunger-free community. We feed our neighbors, teach self-sufficiency, and grow healthy foods by cultivating innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 14 million pounds of food per year, 47% of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

As a member of the Advancement Department and under the direction of the Grants Manager, the Grants Administrator is responsible for researching, planning, writing and submitting foundation, corporate and government grant applications in coordination with Inter-Faith Food Shuttle's overall organizational advancement efforts, with a particular focus on developing grant applications as assigned. As part of the Grants Team, the Grants Administrator builds quality relationships with funders, convenes staff and community partners, and tracks funding trends and new grant opportunities. The Grants Administrator assures that grants within their portfolio are implemented according to the grantor's requirements and submits all required reports to grantors. This position collaborates creatively with the Food Shuttle's program staff and Advancement team to seek new, innovative and sustained grant funding.

DUTIES AND RESPONSIBILITIES

- Identify funding opportunities specifically including, but not limited to, foundations, corporate and government opportunities; build community relationships and partnerships; and write & submit proposals to foundations, corporations, government agencies and other sources of grant funding to meet and exceed fundraising goals and support the mission and work of the Food Shuttle.
- Maintain complementary electronic filing systems for grants, funder information, and relationship contacts; hard copy filing maintained as necessary.
- Maintain background information and supporting documentation related to grant applications and proposals. Maintain central grant reporting and notification system of reporting deadlines for program directors and finance staff.
- Write, prepare and file reports with funding sources and regulatory agencies. Identifies reporting needs for each awarded grant and obtains quantitative and qualitative information from the appropriate program areas or offices to submit accurate and timely reports.
- Effectively convene internal and external stakeholders and secure necessary site visits pertinent to proposals and funding exploration, fostering key funder relationships for grant success.
- Stay current on new funding opportunities, community social service trends, funding trends, and grantor changes.
- Research and provide funding opportunity information to appropriate program directors and work with staff to prepare collaborative, creative proposals seeking funding for programs, which will enhance the Food Shuttle's ability to meet the needs of our communities, neighbors and their families.

- Advise Grants Manager on effective methods of presenting information in applications and proposals.
- Create narratives that are accurate, technically responsive, and present the project or service in the most favorable way including adherence to submission requirements; responsiveness to scoring criteria and priorities; and meeting the highest professional standard for presentation of materials.
- Review proposed grant budgets to ensure accuracy and alignment with proposal.
- Maintain proactive communication and effective working relationships with Food Shuttle management staff and with representatives of funding sources, government and community organizations, and others in regular contact with the Food Shuttle.
- Promote good community relations and represent the Food Shuttle in a positive manner to the community.
- Provide input into the annual budget process to ensure that program managers are aware of grant opportunities and the likelihood of obtaining funding from those sources.
- Liaise with the Finance team to ensure that donor intent, grant parameters, spending and reporting timelines, and program deliverables are communicated to services and are being monitored for agency compliance, meeting deadlines, and positive outcomes.
- Assure that the Food Shuttle's requests for funding comply with all local, state and federal regulations and that funder's requirements meet local, state and federal regulations.
- Present grant reports and findings to Food Shuttle leadership, agency management, and program leaders as appropriate, and collaborate with the Advancement team in responding to the Food Shuttle's funding needs.
- Assume responsibility for staying abreast of best practices within the field and maintaining relevant professional standards.
- Assist with overseeing Grants Volunteer(s) and/or Intern(s) as applicable.
- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree in a field related to English, Math, Communications or Behavioral Sciences and at least three years of grant writing with demonstrable results.
- Master's Degree with progressive grant management experience preferred.
- Must have extremely strong communication and persuasive writing skills, and considerable, successful grant writing experience.
- Must have experience building relationships with funders and community partners.
- Experience applying for and managing federal grants is highly preferred.
- Must be highly organized and have demonstrated experience in grant research, grant administration, and managing multiple grants.
- Demonstrated experience in preparing reports and making presentations to management and staff.
- Experience with this or other work involving the similar need for compliance with government requirements is a plus.

KNOWLEDGE, SKILLS, and ABILITIES

- Able to apply state and federal laws, rules, and regulations to grants.
- Proficient with Windows, Outlook, Internet research, MS Teams, MS Office, Adobe, Development CRM (Donor Perfect), and advanced knowledge of Excel preferred.
- Must possess advanced knowledge of guidelines related to program planning and development, budgeting as it relates to grants development, and the evaluation and analysis of policy.
- Must possess the ability to work effectively with both financial and non-financial grantees and Food Shuttle staff.
- Detail orientation, strong organizational and project management skills including ability to develop project plans, meet deadlines, and analyze and report progress against goals and business objectives.
- Ability to manage multiple tasks simultaneously and work in a fast-paced environment.

CORE COMPETENCIES

- **Establishing Focus:** The ability to develop and communicate goals in support of the Food Shuttle's mission.
- **Analytical Thinking:** The ability to tackle a problem by using a methodical, systematic, sequential approach; weighing the costs, benefits, risks, and chances for success in deciding.
- **Persuasive Communication:** The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences; identifying and presenting information or data that will have a strong effect on others.
- **Building Collaborative Relationships:** The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance and support.
- **Customer Orientation:** The ability to demonstrate concern for satisfying external/internal customers.

WORKING CONDITIONS

Work Environment: Work is value, goal and deadline oriented. Significant computer work, with extended hours as needed.

PHYSICAL REQUIREMENTS

Must be able to lift 20 pounds.

DIRECT REPORTS

None.

EEO and Everify

Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle] provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: [Inter-Faith Food Shuttle] is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

Inter-Faith validates the right to work using E-Verify. Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

COMPENSATION & BENEFITS Pay Rate: \$50,000. Annually. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and twelve (12) paid holidays.

TO APPLY

Please send **resume and cover letter** to recruiter@FoodShuttle.org

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.

