



INTER-FAITH FOOD SHUTTLE

JOB POSTING

Grants Administrator II

ABOUT US

Inter-Faith Food Shuttle envisions a hunger free community. Our mission is to feed our neighbors, teach self-sufficiency, and grow healthy foods by cultivating innovative approaches to end hunger. As a Feeding America partner food bank, the Food Shuttle distributes over 13 million pounds of food per year, half 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 16-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

*The Grants Administrator II is responsible for serving as a senior individual contributor within the Advancement Department. The **Grants Administrator II** works collaboratively with program, finance, operations, agriculture, and advancement colleagues to develop competitive, compliant, and compelling grant proposals and reports that support both core programs and innovative initiatives. While this role does not include staff supervision or people-management responsibilities, it provides strategic expertise, guidance, and thought partnership to internal teams related to grants strategy, compliance, and best practices.*

DUTIES AND RESPONSIBILITIES

Grant Strategy, Research, and Proposal Development

- Identify, research, and evaluate foundation, corporate, and government funding opportunities that align with the Food Shuttle's mission, programs, and strategic priorities.
- Develop, write, and submit high-quality, technically accurate, and persuasive grant proposals, letters of inquiry, and related materials.
- Create narratives that are fully responsive to funder guidelines, priorities, and scoring criteria, while meeting the highest professional standards for presentation.
- Review and contribute to grant budgets to ensure accuracy, compliance, and alignment with proposal narratives and organizational financial practices.

Grant Administration, Compliance, and Stewardship

- Implement and monitor through the CRM the tracking of grant applications, awards, reporting deadlines, and stewardship activities.
- Coordinate with Finance and program staff to ensure donor intent, grant parameters, spending timelines, and reporting requirements are clearly communicated and monitored.

Planning, Analysis, and Continuous Improvement

- Stay current on funding trends, community needs, social service trends, and changes in the philanthropic and government funding landscape.

- Analyze grant performance and funding trends to inform future grant strategy and opportunity prioritization.
- Maintain familiarity with best practices in grants management, compliance, and reporting, and apply those practices to daily work.

QUALIFICATIONS

- Bachelor's degree in English, Communications, Math, Behavioral Sciences, or a related field required.
- Minimum of four years of successful grant writing and grants administration experience with demonstrable results.
- Master's degree with progressive grants experience preferred.
- Proven experience managing multiple grants simultaneously across foundation, corporate, and government funders.
- Experience applying for and administering federal and/or state grants is highly preferred.
- Strong experience with grant compliance, reporting, and funder stewardship.

CORE COMPETENCIES

- **Persuasive Communication** – Communicates clearly and compellingly in writing and verbally to diverse audiences.
- **Building Collaborative Relationships** – Develops strong, trust-based relationships internally and externally.
- **Results Orientation** – Demonstrates accountability for outcomes and consistently meets or exceeds goals.
- **Analytical Thinking** – Uses data, guidelines, and critical thinking to inform decisions and recommendations.
- **Customer Orientation** – Demonstrates commitment to meeting the needs of internal and external stakeholders.

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, ADA, and E-Verify

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 recruiter@foodshuttle.org.

Inter-Faith Food Shuttle validates the right to work using E-Verify. Inter-Faith Food Shuttle 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: \$53k-\$55k based on qualifications and experience. 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.