

**Food Bank of the Albemarle**  
**Elizabeth City, NC**

**Position:** Grant Writer

**Status:** Part-Time - Salaried

**Place in the Organization:**

- Reports to Development Director

**Purpose:** The Grant Writer is responsible for working with cross-functional teams to research, define, develop/design, implement and evaluate new programs. The Grant Writer is responsible for maintaining Food Bank of the Albemarle's current grant portfolio while expanding programs through new funding opportunities. This position leads the strategic direction and management of private grantor relationships. The Grant Writer will successfully manage and grow a portfolio/pipeline of grantors with an eye to new sources of funding for program development.

**Job Qualifications:** Bachelor's degree required. Minimum of 2 years relevant experience in innovative program design, proposal development and partnership development and a proven track record of success; Previous professional or volunteer work with knowledge of human services and social justice programs related to food insecurity and/or poverty; Experience in researching and identifying major new funding prospects; Strong written communication and editing skills; ability to write clear, structured, articulated, and persuasive proposals; Financial and budget management experience and skills; Exceptional communication and relationship building skills; must demonstrate a strong sense of vision, a collaborative work style, and the capacity to engage support for Food Bank of the Albemarle as well as partner relationships; Strong organizational and time management skills with ability to meet deadlines in a fast-paced environment; able to adapt quickly to changing circumstances; Proven management skills and ability to negotiate effectively with donors and partner agencies.

**Essential Requirements:**

- Clearance through a North Carolina Criminal Record Check.
- Have a valid North Carolina Driver's License.
- Travel when necessary
- All Employees must adhere to "Drug and Alcohol Policy."
- Willingness to pursue appropriate professional development.
- Ability to work independently or as a team member.

**Position Summary:** This position is an integral member of the Development Department, managing a portfolio of foundation, corporate and prospects. Responsibilities include writing a large volume of grant proposals and reports while conducting prospect research to identify funding opportunities. Because the position includes both grant coordination and some front-line fundraising responsibilities so the Grant Writer must possess excellent writing and interpersonal communications skills, as well as a strong analytical and problem-solving approach.

**Accountabilities:** (not all inclusive)

- Working closely with the Executive Director and key food bank operations, programs and finance staff,

the Grant Writer will:

- Prepare grant proposals and progress reports, implement stewardship and follow-up activities, and take initiative at all stages of the identification, cultivation and solicitation of prospects.
- Manage several grant requests at various stages of completion simultaneously.
- Conduct prospect research aimed to build new and strengthen existing relationships with corporate and foundation funders.
- Collaborate with colleagues across the organization, including the finance, operations and program departments, to gather information necessary for grant proposals, reports and other communication. Work closely with other departments to ensure that FBA is meeting all goals of funded grants. Collaborate with the development team on grant writing and reporting.
- Maintain the grant proposal and reporting calendar, and ensure that all deadlines are met. Manage the grants filing and tracking system, including maintaining essential documentation, following through on next steps, and providing support for others involved in grants.
- Work with Development Director to review all thank you letters for grant funders. Ensure that gifts are recorded correctly in Donor Pro. Accurately maintain actions including donor and proposal information in Donor Pro database.
- Support, as needed, other fundraising and public relations efforts including, but not limited to, fundraising events, public speaking requests, gift processing and volunteer services.
- Adhere to FBA's Mission, Values Statements and Code of Conduct.
- Earn the trust, respect and confidence of coworkers and food bank stakeholders through consistent honesty, forthrightness and professionalism in all interactions.

**Skills:**

- Must be able to take a grant from start to finish (i.e., exceptional research, analytical, writing, editing and proofreading skills).
- Flexibility and ability to prioritize, manage multiple tasks, produce accurate work and meet tight deadlines, with extraordinary attention to detail. Project management experience, excellent organizational skills, and ability to work positively and productively in a team environment.
- Knowledge of corporate and foundation prospect research tools.
- Strong analytical and technical orientation.
- Ability to interpret nonprofit financials and budget for various purposes.
- Ability to communicate in person and in writing with a diverse population of prospects and donors with varied interests and backgrounds.
- Experience with fundraising database preferred.
- Intermediate to advanced-level knowledge of Microsoft Office.
- High professional demeanor, appearance and integrity.
- Excellent written, verbal and interpersonal communication skills.

*This description is not intended to be an exhaustive list of all responsibilities, duties or skills required of personnel. Rather, they are general in nature and to be clarified upon request. The Food Bank reserves the right to update this Job Description at any time.*

Every employee must subscribe to the mission and vision statements of the Food Bank of the Albemarle. Employees must also adhere to the Food Bank's Drug and Alcohol Policy. All new employees must participate in a criminal background screening at their expense. These documents and requirements are on file in the Office Manager.

The Food Bank of the Albemarle is an Equal Opportunity Employer.