



GRANTS COORDINATOR
Part-Time 20 hours per-week
Position Announcement

Application Dates:
July 23, 2019 to August 23, 2019

(Note: Resumes will be reviewed on a rolling basis until position is filled or deadline.)

ABOUT US:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 290 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2017-2018 fiscal year, the Foodbank distributed nearly 15 million meals to food insecure individuals in the community through a robust network of partner agencies and program sites. Our current work to address the short-term needs for food access and long-term needs related to root causes of food insecurity is guided by a strategic plan, which can be accessed via our website at <https://foodbankonline.org/strategic-plan/>.

POSITION OVERVIEW:

The **Grants Coordinator** for the Foodbank of Southeastern Virginia and the Eastern Shore (Foodbank) will report to the Grants Manager and will collaborate with a team of professionals and volunteers to provide administrative support for the Foodbank's mission, "leading the effort to eliminate hunger in our community."

Under the direction of the Grants Manager, the Grants Coordinator is responsible for the processing and tracking of over \$850,000 in annual grants received by the Foodbank of Southeastern Virginia and the Eastern Shore.

The position provides programmatic support such as the ability to prioritize multiple projects, data collection and analysis to provide continuous tracking of grant objectives.

The position will prepare reports, ensure compliance with all funder regulations, provide administrative assistance to the Grants Manager, and perform related other tasks as assigned. Key responsibilities of this position include monitoring grants and reporting progress toward stated goals and objectives in compliance with grant contracts or agreements.

Additionally, the position will work with the Grants Manager to conduct prospect research, create boilerplate language to be used in FSEVA grant proposals, and complete smaller grant applications as assigned.

RESPONSIBILITIES:

- Maintain spreadsheets and/or databases to track proposal submissions, awards, denials, and new funding requests.
- Prepare grant reports and follow-up with corporations, foundations, community-based organizations, and government entities, as applicable.
- Assist the Grants Manager in maintaining professional relationships with corporations, foundations, community-based organizations, and government entities.
- Collaborate with appropriate staff to ensure programmatic and fiscal compliance with grant contracts or agreements.
- Collaborate with Programs team members to evaluate the impact of direct services and track program statistics.
- Develop boiler plate language around FSEVA's organizational overview and programs.
- Complete smaller grant applications (less than \$5,000), as directed by Grants Manager or the Director of Programs.
- Conduct research on grant prospects as well as research and best practices that FSEVA can incorporate in future grant applications.
- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the FSEVA.
- Other duties as assigned direct supervisor, department head or Senior Management.

WORK HOURS/SHIFT:

- Monday-Friday; part-time 20 hours per-week.

EDUCATIONAL ACHIEVEMENT:**Minimum:**

- Bachelor's degree in business administration, education, sociology or marketing or
- Associate's degree with 5 years' experience in grant writing, marketing, or programmatic development/research/evaluation

WORK EXPERIENCE:**Minimum:**

- 3 years' experience in grant writing or other technical writing and/or programmatic development/research/ evaluation, with a bachelor's degree
- 5 years' experience in lieu of a bachelor's degree

Preferred:

- 3 years' experience in researching, writing, obtaining, and maintaining a portfolio of grants.

REQUIRED SKILLS, ABILITIES & CERTIFICATIONS/LICENSES:

- Detailed knowledge of grants reporting

- Detailed knowledge of project/portfolio management and program monitoring techniques
- Ability to work within a team as well as independently.
- Ability to conduct prospect research.
- Excellent interpersonal, verbal, and written communication skills.
- Detail-oriented with the ability to manage multiple tasks on tight timelines.
- Results-oriented with a friendly, collaborative approach and a team-oriented style.
- Highly proficient in MS Office (Word, Excel, PowerPoint).
- Valid Driver's License

PREFERRED SKILLS, ABILITIES & CERTIFICATIONS/LICENSES:

- PMP Certification

PHYSICAL DEMANDS:

While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 20 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Regularly required to talk and hear when communicating with employees, donors, and clients.
- The use of hands and fingers are necessary to handle or feel documents and keyboards.

COMPENSATION AND BENEFITS:

A competitive salary with paid time off, and matching retirement contributions..

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.

How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume and 5-year salary history to orfrecruiting@foodbankonline.org no later than August 23, 2019.