



## **GRANTS MANAGER Position Announcement**

*(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 years, 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 Manager will play a key role in the Programs and Development Department at the Foodbank of Southeastern Virginia and the Eastern Shore. The position will provide leadership for a team of professionals and volunteers working together to develop and implement a holistic grants management program focused on identifying, cultivating and leveraging financial and in-kind support for the Foodbank's mission, "leading the effort to eliminate hunger in our community."

Key responsibilities of this position include prospect research for grant funding, reporting to institutional donors, supporting the stewardship of relationships with funders and research on best practices related to food distribution and program evaluation. This position is responsible for supporting the achievement of an annual fundraising goal of approximately \$975k, largely from corporate, foundation, government, and United Way grants. Additionally, the position may have direct management responsibility of skills' based volunteers or interns who can assist with grant writing, reporting and research.

Additionally, the position directly supervises one direct report and may have direct management responsibility of skills' based volunteers or interns who can assist with grant writing, reporting and research.



**Work Hours/Shift:**

Monday-Friday; full-time, some weekend and evening work required for meetings, special events, and out-of-town conferences

**Education Achievement:**

Bachelor's degree in business, marketing, public administration or other related field of study

**Experience Requirements:**

3 - 5 years of progressive experience in fundraising with demonstrated track record of researching, writing, obtaining and maintaining a portfolio of grants.

**Duties and Responsibilities:**

- Identify research and evaluate possible new grant funding opportunities from corporations, foundations, and organizations.
- Prepare and write grant funding applications and proposals.
- Track all submitted proposals/grants.
- Prepare grant reports and follow-up with corporations, foundations, community-based organizations, and government entities, as applicable.
- Manage a revenue portfolio of grants, including United Way funding from local jurisdictions.
- Support the achievement of monthly and annual budget and performance goals. This will include donor activity in accordance with the Moves Management Plan.
- Collaborate with senior management to cultivate and steward new funders, including the facilitation of funder site visits and presentations related to funding proposals/grant opportunities for prospective funders.
- Maintain 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.
- Manage donor information and activity through the use of Constituent Relationship Management software and intra-office communication vehicles.
- Collaborate with program team to evaluate the impact of direct services and track program statistics.
- Commit to and understand the FSEVA's mission, sharing the mission, vision and values of the organization.
- Actively participate and collaborate in philanthropy and outreach programs.



- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as needed or requested by the Director of Programs and Senior Management

**Required Skills and Abilities:**

- Superior ability to develop and sustain positive relationships with donors.
- Ability to manage and partner with Foodbank leadership and fundraising volunteers.
- Ability to conduct prospect research.
- Excellent interpersonal, verbal and written communication skills.
- Detail-oriented with 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).
- Knowledge of development principles, fundraising techniques and ethics.
- Ability to work evenings and weekends, as needed.
- Access to a vehicle to attend donor meetings, events and activities throughout 11 cities and counties of Southeastern Virginia and the Eastern Shore; good driving record and a valid VA driver's license.

**Travel Requirements:**

Occasional travel for local and regional meetings; periodic travel for out-of-state meetings, conferences and trainings is required.

**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, matching retirement contributions, and employer-sponsored health benefits for individuals and their families are just a few of the incentives that make this an exciting opportunity.



*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](mailto:orfrecruiting@foodbankonline.org)**