



## Grants and Data Manager Position

***Internal Candidates welcome, please provide updated resume along with notice of interest. (Note: Resumes will be reviewed on a rolling basis until position is filled or deadline.)***

### Position Overview:

#### About us

At the Foodbank of Eastern Virginia and the Eastern Shore, our vision is to have a hunger-free community! The Foodbank distributes millions of 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/> We are proud members of Feeding America, the Federation of Virginia Food Banks, and the United Way of South Hampton Roads.

We are looking for a **Grants and Data Manager** to join our Programs Team. In this position, you will bring strategic leadership and spirited enthusiasm to support and lead the organizations efforts in securing funding from corporate, foundation and government sources. This is a critical role, and your ability to drive results.

#### About you

Are you a self-starter, who is highly organized and adept at systems thinking?

Are you comfortable with ambiguity and creating order through excellent critical thinking and problem-solving skills?

Are you up to the challenge of collecting, verifying and interpreting relevant data and statistics in order to write concise, articulate, and persuasive grant proposals and narratives?

How are your writing skills? Are you a stickler for details, and also able to tell a story with words and numbers?

Do you have passion for working with volunteers, and funders, sharing responsibility for site visits, presentations, and other events?



## **Educational Achievements**

### **Minimum:**

Bachelor's degree in business, marketing, public administration, communications or other related field of study; or equivalent experience.

Preferred: Master's Degree

## **Work Experience**

### **Minimum:**

At least 3 years progressive experience in fundraising with a demonstrated track record of researching, writing, obtaining and maintaining a portfolio of grants, as well as providing staff supervision.

### **Preferred:**

At least five years of experience in prospect research and identification, grant proposal writing, data collection and analysis, creating and maintaining budgets, reporting results and history of success in obtaining large, multi-year grants.

## **Preferred Skills and Abilities**

Advanced knowledge of CRM databases, including DonorQuest, and CFRE credential

## **What's next?**

**Please provide a cover letter, your resume, and most recent salary history to [hr@foodbankonline.org](mailto:hr@foodbankonline.org)**

*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.*