



Position Announcement

Grants and Data Manager

Application Dates:

March 10, 2021 Until Filled

Resumes will be reviewed on a rolling basis until position is filled.

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 support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 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. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Basic overview of the Grants and Data Manager position: The Grants and Data Manager plays a key role in the Programs Department at the Foodbank of Southeastern Virginia and the Eastern Shore. The Grants and Data Manager brings strategic leadership skills and a spirited enthusiasm to support and help lead the organization’s efforts to eliminate hunger in our community.

Core Functions of the Grants and Data Manager Position:

- Grant funder prospect research and identification.
- Grant proposal writing.
- Data collection and analysis.
- Interim and final reporting for grant awards.

This is what makes this role exciting and interesting:

- This is an opportunity to support the implementation of a transformational strategic plan that prioritizes ending hunger today while addressing the root causes of food insecurity for vulnerable adults and children.

This is what makes this role challenging:

- This position requires excellent time management skills and attention to detail because an average of 3-5 grant proposals, applications or reports are due each month. The ideal candidate will have an ability to work across and through teams to accomplish tasks, as well.

Here’s the meaningful impact of this role:

- This position will leverage funding that is critical for scaling and sustaining our organization’s work to eliminate hunger. This position will also help to ensure that we can provide a minimum of 14 to 15 million meals each year to individuals experiencing hunger and food insecurity.

We’re looking for a person that is eager to promote a diverse workplace through a keen ability to interact effectively with individuals from diverse backgrounds, experiences and personalities and who possess the following:

- Minimum: A Bachelor’s Degree in business, marketing, public administration, communications or other related field of study or equivalent experience.
- Preferred: Master’s Degree.
- 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.

- **Must have:**
 - Exceptional written and verbal communication skills.
 - Advanced understanding of grants and management process in the nonprofit sector.
 - Proficiency using CRM systems to capture donor interactions.
 - Ability to utilize database functions (i.e. query, import/export, code tables, global change/add) to gather critical reporting information.
 - Ability to analyze quantitative and qualitative data, create presentation tools using graphs and tables and maintain custom reports.
 - Strong problem solving, analytical, and conflict management skills. Ability to address donor inquiries and feedback.

- **Key Traits associated with this role:**
 - Ability to thrive in a fast-paced culture and work with diverse groups of individuals.
 - Commitment to diversity, equity and inclusion in the workplace.

- **Preferred KSAs:**
 - Teamwork and collaboration.
 - Problem solving and critical thinking.
 - Detail-oriented.
 - Can work under pressure.
 - Can meet deadlines.

- **Other:**
 - The Grants and Data Manager reports to the Director of Programs.
 - Must be open to local, regional and national travel; infrequent overnight travel required for training and conferences.
 - Work hours and days of the week vary depending on tasks, meetings, projects, events; position may require weekend and night work --- **this is not a remote work position.**
 - Work location: 800 Tidewater Drive, Norfolk, VA 23504.
 - Job Type: Full-Time with Benefits.

Benefits: Health Insurance, Paid Time Off, 12 Paid Holidays, Employee Development Program, Scholarship Program, 401K.

How to Apply: <https://foodbankonline.org/about-us/careers/> or email cover letter and resume to orfrecruiting@foodbankonline.org , Subject: Grants and Data Manager Position.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@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.