



Position Announcement

Grants Coordinator

Application Dates:

November 22, 2022 (open) Until Filled.

Resumes will be reviewed on 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.

Position Overview: Under the direction of the Grants & Data Manager, the Grants Coordinator is responsible for coordinating the pre-award planning, organization, and preparation, along with the post-award administration of the annual grants received by the Foodbank of Southeastern Virginia and the Eastern Shore (FSEVA). Key responsibilities of this position include monitoring grants and reporting progress toward stated goals and objectives in compliance with grant contracts or agreements. At times, the position will work with the Grants & Data Manager to conduct prospect research, create boilerplate language to be used in FSEVA grant proposals, and complete smaller grant applications as assigned.

Work Hours: Part-Time/20 hours per-week: Monday-Friday, 8am – 4:30pm. some weekend and evening work may be required for meetings, special events, and out of town conferences. Scheduled days will be set and determined by Grants and Data Manager and Grants Coordinator.

Telework/Hybrid Work Schedule Optional: Yes.

Duties and Responsibilities:

- Maintains specialized online and paper databases and systems for recording and tracking grant proposals, awards, reporting requirements, and related statistical information.
- Creates and distributes standard and special reports, summaries and analyzes as required.
- Coordinates the planning and preparation of grant proposals.
- Prepares and compiles all components of each grant submission, ensuring that the proposal is packaged and submitted in accordance with granting agency requirements.
- Collaborates with appropriate staff to ensure programmatic and fiscal compliance with grant contracts or agreements.
- Monitors and coordinates the administration of post-award tasks to ensure that budgeting and administrative policies, procedures and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.
- Maintains knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes and on the impact of changes on funded operations.
- Collaborate with Programs team members to evaluate the impact of direct services and track program statistics.

- Complete other tasks as assigned or requested by the direct supervisor, department head, or Senior Management.
- 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.
- Develops boiler plate language around FSEVA's organizational overview and programs.
- Complete smaller grant applications (less than \$20,000), or as directed by Grants & Data Manager or the Director of Programs.

Educational Achievement:

- Minimum: Bachelor's Degree in relevant field of study or equivalent years of experience or combination of education and experience.
- Preferred: Master's Degree or specialized certification in office business administration.

Work Experience:

- Minimum: 2 of experience in demanding office environment.
- Preferred: 4 years of experience directly related to the duties and responsibilities outlined above, preferably in grant writing, marketing, or programmatic development/research/evaluation.
- Experience working with CRM software such as Raiser's Edge is highly favored but not required.
- PMP Certification, highly favored but not required.
- Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religious, spiritual, community, student, social).

Required Skills, Abilities & Certifications/Licenses:

- Detail-oriented with the ability to manage multiple tasks on tight timelines.
- Highly organized and good at establishing priorities.
- Skill in the use of computers.
- Highly proficient in MS Office (Word, Excel, PowerPoint).
- Ability to track and organize all deadlines and parts related to grants, proposals and reports.
- Ability to manage a large number of project deadlines continually and with precision.
- Ability to file all pertinent materials in their correct place, both electronically and in a paper system.
- Ability to determine informational needs, to collect and analyze information, and to devise and develop basic statistical analyses and reports.
- Ability to analyze and interpret financial data and reports, statements or projections.
- Ability to make administrative/procedural decisions and judgements.
- Knowledge of government, corporation and network funding sources and mechanisms.
- Ability to communicate effectively, both orally and in writing.
- Detailed knowledge of project/portfolio management and program monitoring techniques
- Results-oriented with a friendly, collaborative approach and a team-oriented style.
- Valid Driver's License.

Physical Demands: While performing the duties of this job in the office or warehouse environment, the following physical capabilities are required:

- Close vision (clear vision at 20 inches or less) working with documents, computer screens, and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle or feel.
- Reach with hands and arms.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Job Type: Part-Time – 20 Hours Per Week.

Pay: Starting at \$22.98 per hour; more depending on candidates qualifications.

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

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.