



Job Description:
Grants Coordinator

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore (Foodbank) has proudly provided more than 400 million meals to our neighbors in need. Serving eleven cities and counties where one in ten neighbors are food insecure, we play a vital role in the fight against hunger by collecting, storing, and distributing nutritious food. In addition, we focus on long-term solutions towards self-sufficiency by addressing the root causes of hunger. Our mission is supported by a dedicated network of volunteers, generous donors, and compassionate community partners. Together, we strive to ensure that no one in our community goes to bed hungry. To learn more, visit foodbankonline.org or find us on [Facebook](#), [Instagram](#), [LinkedIn](#), [X](#), and [TikTok](#).

Position Overview: Under the direction of the Grants & Data Manager, the Grants Coordinator supports the planning, organization, and preparation of grant applications and proposals. Working closely with the Grants & Data Manager, the coordinator collects necessary data, drafts goal-aligned language, and identifies funding opportunities. They manage all electronic and paper records, ensure compliance with grant agreements, and monitor project progress to meet contractual obligations.

Key responsibilities include preparing and submitting reports, addressing challenges during grant implementation, and supporting smaller grant applications. The Grants Coordinator also conducts prospect research, stays informed on regulatory changes, and provides administrative assistance to maintain efficient and compliant grant management. This position plays a vital role in securing and managing funding to advance the organization's mission.

Responsibilities:

- Assist in the planning, organization, and preparation of grant applications and proposals.
- Maintains specialized online and paper databases and systems for recording and tracking grant proposals, awards, reporting requirements, and related statistical information.
- Work closely with the Grants & Data Manager to collect necessary data and documentation for submission.
- Conducts research to identify potential funding opportunities and align them with the organization's needs.
- Draft boilerplate language for use in grant proposals, ensuring consistency and alignment with FSEVA's goals and messaging.
- Manage and organize all electronic and paper records related to grant funding, including agreements, budgets, and reports.
- Track grant-funded projects and programs to ensure compliance with contractual obligations, timelines, and budgetary requirements.
- Collaborate with internal teams to monitor progress toward grant goals and objectives, ensuring alignment with funder expectations.
- Assist in preparing and submitting progress reports to funders in a timely and accurate manner.
- Monitor grant performance to ensure compliance with stated goals, deliverables, and outcomes.

- Work with the Grants & Data Manager to address any discrepancies or challenges that arise during grant implementation.
- Provide administrative assistance to the Grants & Data Manager, including preparing detailed reports, maintaining accurate records, and tracking deadlines.
- Support the development and submission of smaller grant applications, as assigned.
- Conduct prospect research to identify and evaluate new funding opportunities.
- Maintain knowledge of best practices and regulatory changes in grant management to ensure compliance and efficiency.
- Complete other tasks as assigned or requested by the direct supervisor, department head, or Senior Management.
- Commit to and understand FSEVA's mission. This includes active participation in sharing the organization's mission, vision, and values internally and externally, creating a culture of active philanthropy for and through all staff.
- Complete smaller grant applications (less than \$20,000) or as directed by the Grants & Data Manager or the Director of Programs.

Preferred Qualifications:

- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or a related field.
- Four years or more of a strong understanding of the grant life cycle process, including grant seeking, grant management process, and programmatic development/research/evaluation.
- 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, collect and analyze information, and 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 judgments.
- 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.

Working Conditions:

- Part-time/20 hours per week
- Monday through Friday, 8:00 AM to 4:30 PM. Some weekend and evening work may be required for meetings, special events, and out-of-town conferences. The supervisor and the Grants Coordinator will determine the scheduled days collaboratively.
- Occasional local travel is expected.
- Periodic work on evenings and weekends for meetings, special events, and out-of-town conferences is expected.

Compensation:

Starting at \$20.00 per hour

Featured Benefits:

- Medical insurance
- Vision insurance
- Dental insurance
- Generous paid time off
- 11 paid holidays
- One-week paid office closure
- 401(k)
- Employee development

How to Apply:

Complete the application at foodbankonline.org/about-us/careers/ or email a resume and cover letter to orfrecruiting@foodbankonline.org with the 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.