



## **The Foodbank, Inc.**

### **Grant Coordinator**

**Position Purpose:** The Foodbank seeks an experienced, highly organized and detail-oriented grant writer to join its development team! This full-time position will manage The Foodbank's grant portfolio while also managing grantor relationships and supporting other development and marketing efforts. This full-time position will report to the Chief Development Officer.

**Position Essential Functions and Responsibilities:** To be successful in this role, an individual must be able to perform in a satisfactory manner the functions/responsibilities listed below.

#### **Essential Functions:**

- Manage aspects of the grant program, including:
  - Maintaining the grant calendar
  - Researching new grant opportunities
  - Completing yearly grant applications and reports as necessary
  - Assist in completing project and program budgets for grant applications
  - Working with various departments to seek input on grant initiatives and fulfill grant requirements post-funding
  - Coordinating with other members of the development team to host grantors and complete grant fulfillments
- Coordinate and collaborate with other agencies as needed for group proposals
- Gather and compile all year end data
- Co-write The Foodbank's blog with other development and strategic initiatives team members
- Assist in direct service work (via client intake) once a month via The Foodbank's Drive Thru and as needed at Mass Distribution events
- Work collaboratively with the entire development team to execute volunteer and donor experiences
- Serve as a representative of The Foodbank and act as a liaison between funders/volunteers/prospects
- The ideal candidate must enjoy working collaboratively on grants, and have the ability to manage multiple deadlines
- Ability to multitask and work on various projects/grants simultaneously

**Education and Experience:**

- Bachelor's degree required
- Prior experience of 2+ years of grant writing at any level

**Qualifications**

- Driver's License (Required)

**Ability to commute/relocate:**

- Dayton, OH 45417: Reliably commute or planning to relocate before starting work (Required)

**Skills and Abilities:**

- Excellent verbal and written communication skills
- Competency with MS Excel/Word/Outlook
- Ability to multi-task and remain calm in high-pressure situations
- Ability to work on multiple projects at once
- Enjoy working in a team environment
- Basic math and problem-solving skills
- Highly organized

**Our Values:** Trust, Respect, Inclusivity, Accountability

**Pay and Benefits Summary:** This full-time position pays \$23/hour and averages 36-40 hours a week. The Foodbank's work week is four days a week, all work is done on site, this is not a remote position. 401k match provided after one year, PTO accrual begins after six months, free YMCA family membership and college reimbursement provided. Health insurance and dental insurance are provided to employees at no cost, and vision insurance is provided at cost to the employee.

Job Type: Full-time

Pay: \$23.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off

- Tuition reimbursement
- Vision insurance

Schedule:

- Day shift
- Occasional weekend and evening hours available

Citizens with a criminal record are encouraged to apply.

Language:

- English speaking

License/Certification:

- Driver's License (Required)

**Apply by May 3rd, 2024. Resumes can be sent to**  
**[LAlder@thefoodbankdayton.org](mailto:LAlder@thefoodbankdayton.org)**