



Grants Coordinator

Kids' Food Basket is a grassroots, community solution to childhood hunger. We make changing the world FUN! If you're passionate about children reaching their full potential – in school and in life, then consider joining our team. We began over a decade ago serving 125 kids each school day through our Sack Supper program and now serve nearly 8,200 kids each weekday throughout West Michigan. We are currently looking for a compassionate and highly motivated **Grants Coordinator** to provide grant development support to the Grants Manager. The solutions-oriented candidate must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands. The ability to anticipate needs and proactively address issues is critical. This is a full-time position with occasional evening or weekend days required.

Job Responsibilities

- Responsible for pre and post award activities including prospect researching
- Ability to take the lead on all grant requirements and maintain annual funding tracker
- Prepare and submit grant reports as requested by funder
- Work with the Grants Manager to coordinate foundation stewardship activities, including but not limited to thank-a-thons and social media recognition
- Content creation for annual case statements, including data research and story collection
- Database management
- Assist with evaluation planning and implementation
- Participation in development events as needed

General

- Participate in and assist with daily tasks of Kids' Food Basket.
- At least 40 hours per week - flexible scheduling, 8-10 hours in the evening and weekend necessary per month.
- Opportunity exists for professional advancement based on work performance and organizational need.

Skills and Qualifications

- Minimum Associates degree with 3-4 years of grant writing experience required for application.
- Experience working in the nonprofit sector as a volunteer or staff member.
- Must be able to effectively interact with a diverse population of youth and adult volunteers from a variety of ethnic and socioeconomic backgrounds.
- Experience speaking in front of groups, making presentations and leading group from 5-100 consisting of all ages and backgrounds.
- Be organized with the ability to work in a fast paced, deadline-driven, ever changing work environment.
- Possesses skills in project and time management.
- Raisers Edge and Microsoft Office experience.
- Can work independently as well as collaboratively.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.

- Physical requirements include a typical office environment with periods of sitting at a computer screen and being able to lift up to 25 lbs.
- The job entails duties off-site including local travel, exposure to heat, cold, inclement weather conditions, and standing for periods of time.
- An understanding of fund development, stewardship and community outreach.
- Have a basic understanding of hunger and poverty issues in Grand Rapids.

Reports to: Grants Manager

Compensation: Commensurate with experience

Benefits:

Kids' Food Basket offers a comprehensive benefit package.

To be considered for the position, applicants must send cover letter, resume and salary requirements via email as soon as possible, but no later than 5pm on Friday, May 31st, 2019.

Applications will be reviewed as they are received
(No phone calls please)

Send cover letter, resume and salary requirements to:

[hiring@kidsfoodbasket.org](mailto: hiring@kidsfoodbasket.org)

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.