



## Job Description

**Job Title:** Grants Coordinator  
**Classification:** Full-Time, Non-Exempt (Hybrid Work Schedule)  
**Department:** Development  
**Reports to:** Development Manager  
**Location:** Meridian, ID  
**Apply:** <https://idahofoodbank.org/about/employment/>

### Job Summary:

The Grant Coordinator is a member of the Development Team and is responsible for preparing, submitting, approving, and managing grant proposals/reports that support the strategic revenue goals of the Foodbank and meet funder guidelines and criteria. The Grant Coordinator serves as a liaison between the Foodbank and corporate, private, and government funders. As a member of the Development Team, this position is key to meeting the Foodbank's annual and long-term fundraising goals through involvement in organization planning and activities. This position also serves as the Grant Review Committee Chair and liaison to the Executive Committee for The Idaho Food Bank Fund.

### Duties and Responsibilities

- Build and maintain collegial and supportive relationships among all who work for, volunteer, donate to, and receive services from the Foodbank.

### Research and Planning:

- Maintain an in-depth understanding of the organization including mission, vision, values, history, programs and services, and plans for the future.
- Collaborate with Foodbank staff, and volunteers to gain in-depth understanding of ongoing and strategic program/project needs, goals, objectives, and outcomes.
- Assist Foodbank staff with budget review and program planning, including outcomes, evaluation, and measurement.
- Identify potential funding opportunities to support annual program and operating needs as well as long term strategic objectives. Conduct research on local, regional, and national foundations as well as corporate, government, and individual sources.
- Launch new relationships with potential funders.
- Contact grantors as appropriate before submitting proposals. Manage portfolio of grant funders, either as Relationship Lead or Grant Lead.
- Support colleagues' and leadership's efforts to cultivate and steward donors as needed.

### Proposals and Reporting:

- Prepare and submit timely proposals that accurately and ethically represent Foodbank programs, services, needs, and goals. Approve final versions of proposals and reports unless approval required by signatories (such as Board Chair and President/CEO) or requested by Leadership Team. Adhere to deadlines and other funder criteria for submission.
- Manage program, financial, and recognition compliance requirements and timelines for funded proposals. Collaborate with Finance team to track and report on spending of restricted grants. Prepare, secure program data for, approve, and submit timely reports to funders that accurately reflect the work completed by the Foodbank.
- Maintain master grant calendar; maintain files on all proposal, awards, and funders, including applications, correspondence, and reports.
- Provide regular internal reports of revenue, plans, and cultivation/stewardship activities.

**Idaho Food Bank Fund:**

- Orchestrate communication and planning, including annual budgeting, with the Executive Committee.
- Serve as Committee Chair for the Grant Review Committee. Recruit new members of the Committee as needed, ensuring representation of all of the state's regions. Schedule and lead all activities of the Grant Review Committee.
- Serve as liaison with grantees to manage unexpected changes to implementation of funded grant programs.
- Prepare annual budget for media, outreach, and other expenses and report expenditures to The Idaho Food Bank Fund Executive Committee.
- Coordinate outreach and media for the fund, with support from Foodbank Marketing and Communications staff.
- Manage the annual application, review, and awards process. Serve as main contact for applicants' questions. Compile and present final award recommendations to the Executive Committee.

**Food Safety:**

- Commit to upholding policies, principles, and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment, or behaviors immediately and to always report safety issues, incidents or accidents immediately.

**Skills and Knowledge**

- Minimum of two years grant writing, program development, or equivalent work experience preferred.
- Excellent written and verbal communication skills
- Experience with budgets.
- Understanding of finance, budgeting, and program planning and evaluation
- Experience in collecting and analyzing data and program outcomes, and reporting results
- Skill in interacting positively with funders, other nonprofits, and community stakeholders
- Fluent in reading, writing, and speaking the English language
- Expertise in essay or journalistic writing, English grammar, and punctuation
- Demonstrated proof reading and editing experience
- Capacity to think strategically, as well as creatively
- Organized with desire to meet and exceed deadlines
- Must be an independent worker with an appreciation for collaboration and team environment
- Experience working with Capital Campaigns a plus
- Proven competencies in current Microsoft Office products
- Experience with Raiser's Edge CRM database desirable
- On-line (web-based) and off-line research skills

**Working Conditions**

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

**Employment Requirement**

- Negative Drug Screen
- Successful Background Clearance

**Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

### **Current COVID Safety Protocols**

Wearing masks is optional at The Idaho Foodbank. We have chosen to let employees, volunteers and visitors make the best decision for themselves. Our partners and neighbors are counting on us, and we need to be here to serve them, which means preserving our health is important. We are not limiting group sizes in our facilities or at events, but encourage any employees involved to use their personal judgement regarding any safety protection given the environment where the group will be gathering.

We ask that employees respect those who choose to wear masks. We ask that any employee that is asked to wear a mask when in close contact with another employee, partner, or visitor honor that request. When working offsite, we ask our employees and volunteers to follow that location's COVID safety protocols.

We may implement additional safety requirements, at our discretion, at any time.

THE IDAHO FOODBANK IS AN EQUAL OPPORTUNITY EMPLOYER.