

Food For Thought



healing with  
food+love

## JOB DESCRIPTION

Position: Grants Manager

Reports to: Development Director

Status: Full-time non-exempt

Compensation: \$60,000-\$72,000

**Organization Description:** Food For Thought (FFT) is a nonprofit that provides comprehensive nutrition services to people in Sonoma County affected by serious medical conditions. Our services include weekly groceries, congregate meals, vitamins and supplements, and nutrition education. We are located in Forestville in a beautiful building surrounded by organic gardens. FFT operates with a staff of 25 and 800 volunteers. The values of community, healing, excellence and kindness are deeply ingrained in the culture of the agency, which seeks to provide both food and love to our clients. We are committed to creating and maintaining a workplace that promotes diversity, equity and inclusion. We pride ourselves on an atmosphere with great comradery and collaboration. This position presents an exciting opportunity to contribute to a growing, thriving agency in a time of creative expansion and change.

The Grants Manager reports to the Development Director and works as one part of a five-person development department.

### Responsibilities

- Manage a portfolio of grants and contracts, including foundations, corporate and government grants
- Maintain knowledge of relevant grant opportunities and perform regular grant research
- Schedule and adhere to all grants deadlines
- Initiate, maintain and steward relationships with grant funders
- Write and submit grant proposals, letters of inquiry, reports and other documents
- Work in partnership with program, administration and finance staff members to gather required information for budgets, program outcomes, client stories, client demographics, etc.
- Track all grants through appropriate systems, including agency database and calendars
- Prepare reports on grants program for staff and board
- In addition to grants management, this position supports the overall agency's development efforts. When workload and the agency's need allow, special projects may include:
  - Event support
  - Writing and editing of other development materials
  - Making thank you calls
  - Other tasks as assigned

## **Qualifications**

- Passion for Food For Thought's mission
- 2+ years' experience in grant management
- Demonstrated superior written and verbal communication skills
- Overall computer literacy, proficiency with MS Word and Excel and donor databases
- Attention to detail, strong time management skills and adherence to deadlines
- Ability to assume responsibility and work independently
- Ability to work cooperatively and constructively with others
- Availability to work occasional evenings and weekends, as required

**Benefits:** Paid vacation, sick and holiday pay. Employer paid medical, dental, vision, chiropractic, and life insurance. Flexible spending account and 403b retirement plan with employer contribution.

**Status:** Non-exempt, full-time with flexible hours, including occasional evenings and weekends as needed. Portions of this position may be performed remotely pending the approval of the Development Director.

**To Apply:** Please send resume and cover letter to [jobs@FFTfoodbank.org](mailto:jobs@FFTfoodbank.org)

Food For Thought is an equal opportunity employer that prioritizes diversity, equity and inclusion of all staff, volunteers and community partners.

Updated: 5/4/22