



Position Title

Grants Manager, ExtraFood

Organization

Thirty-five percent of all food is wasted in the U.S. and, food waste creates an enormous environmental problem: if global food waste were a country, it would rank third in greenhouse gas emissions after the U.S and China. Yet more than 20% of people in the Bay Area worry about where their next meal will come from.

ExtraFood's mission is to help end hunger and wasted food in the Bay Area. Through our point-to-point food recovery program, our staff drivers and food rescue volunteers pick-up excess fresh food from Bay Area businesses, schools, hospitals, farmers markets, and farms, and immediately deliver it to our food distribution partners – such as senior housing centers, homeless shelters, transitional housing sites, and after-school programs – serving the Bay Area's most vulnerable children, seniors and families. Through our Gleaning and SOUPer Food Kitchen programs our volunteers also turn excess produce and other ingredients into nutritious soups and meals, nourishing our most vulnerable neighbors throughout the year.

In 10 years, ExtraFood's staff and volunteers have organized, rescued, and delivered 8.7 million pounds of food – 7.25 million meals – from 635 organizations to 340 food distribution sites throughout the region. ExtraFood, Marin and Sonoma County's Nonprofit of the Year in 2022, reaches more than 25,000 people with high-quality food every week.

ExtraFood is solving hunger differently: leading a movement to transform the Bay Area's food system – from wasting food to donating it – and creating permanent change to our community food system. We are committed to our values, to each other, and to making a difference in our community each day. ExtraFood is an Equal Opportunity Employer.

Position Summary

This position, reporting to the Executive Director, will be instrumental to ExtraFood's growth and impact in the Bay Area. Working closely with the Executive Director, the Grants Manager will assist in achieving ExtraFood's ambitious fundraising goals and will be responsible for the research, planning and implementation of critically important fundraising activities, including managing the organization's foundation, government, and corporate grants program, grant prospect research and solicitation, and building our corporate sponsorship program.

Responsibilities will include grant proposal and report writing, grantor and corporate partnership prospect research, grant calendar management, grant implementation and deliverables management, corporate sponsorship proposal writing, and corporate partnership solicitation via direct outreach and meetings.

The ideal candidate will be experienced and successful in nonprofit development; a strong critical thinker; an excellent writer; highly organized; accustomed to maintaining high work standards; fluent with a variety of technologies; able to prioritize and manage tight deadlines; able to work effectively with multiple departments on grant implementation; and engaged with our mission.

This is a full-time, exempt position, hybrid home & Marin-based office, with the requirement to attend frequent in-person meetings & events. ExtraFood has implemented an optional 32 hour work week, and participating employees are responsible for occasional weekend and holiday operational coverage during the year.

Responsibilities

Grant Portfolio Management (60%):

- Manage and grow ExtraFood's grant portfolio, working with Executive Director to collect all grant RFP and report requirements, organize all data and information needed, develop project implementation plans, and maintain accurate reporting in Salesforce reports and Dashboards.
 - Coordinate with the Director of Programs to ensure grant implementation efficacy.
- Write LOIs, grant application narratives, and grant report narratives.
- Research and solicit new foundation, government, and corporate grant opportunities to grow our grants pipeline.
- Solicit and conduct introduction meetings with Foundation and Corporate Grants Managers.
- Construct project budgets for grant applications and reports with the Executive Director.
- Maintain due dates for grant applications and grant progress reports, ensuring all deadlines are met and all staff have timely notice of project data and other content needed.

Corporate Sponsorship Program Management (30%):

- Work with Executive Director to expand ExtraFood's corporate sponsorship program, including developing marketing and brand exposure benefits, staff engagement opportunities, and a robust sponsor acknowledgement program.
- Research new potential sponsors and solicit virtual and in-person meetings.
- Make appropriate sponsorship asks, including creating customized sponsorship packages.
- Plan and manage sponsor "days of service" to engage small groups of staff.
- Support corporate event engagement.

Development Department Support (10%):

- Work with Executive Director to ensure all gifts and grants are processed, entered, and acknowledged according to ExtraFood's policies and procedures.
- Support Executive Director in the coordination and content collection for appeals, newsletters, and mailings.
- Research Major Gift prospects, preparing summaries of background/capacity.
- Assist in the planning & execution of fundraising events, both virtual and in-person.
- Assist Executive Director with donor communication as part of stewardship strategy including emails, cards, virtual calls, and in-person meetings.
- Generate reports to track fundraising activities against organizational goals.
- Represent the organization as needed at standing coalition meetings.

*These percentages are estimates however the organization's needs will dictate portfolio balance.

Qualifications

- Bachelor's degree or equivalent
- 3-5 years' professional experience, preferably in nonprofit development
- Excellent critical thinking skills, with proven success in architecting persuasive proposals
- Strong persuasive writing skills and the ability to translate program data into stories
- Exemplary organizational and time management skills with a keen understanding of project management and prioritization

- Fluency with with CRM databases (Salesforce preferred), Microsoft Office, Sharepoint, Google Drive, and Apple hardware/applications
- Ability to work independently and as a member of a staff team
- Ability to use discretion and good judgment in working with confidential information
- Strong interpersonal skills and a high level of professionalism

Compensation and Benefits

- Salary range \$65,000 - \$80,000 annually
- Health insurance plan including vision and dental benefits
- 401(k) plan, paid vacation & sick leave
- Employee Assistance Program

Email cover letter summarizing interest in position and experience, plus resumé and LinkedIn profile, to:

Hiring@ExtraFood.org