



# Food Bank RGV

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Grant Writer	<b>DATE:</b>	October 2024
<b>DEPARTMENT:</b>	10 Admin	<b>WRITTEN BY:</b>	Cynthia Alcocer-Garcia
<b>CLASSIFICATION:</b>	Non Exempt	<b>REVIEWED BY:</b>	CEOs
<b>POSITION/HOURS:</b>	Full Time *Some Weekends		

### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Director of Grants and Government Relations

**POSITIONS SUPERVISED:** NONE

### JOB SUMMARY

As a Grant Writer, you will play a crucial role in securing funding for the FBRGV by developing compelling grant proposals and applications. The position of Grant Writer will be responsible for developing and writing grant proposals to foundations, corporations, federal/state/local governments, as well as other grant-making organizations. The Grant Writer will persuasively communicate the FBRGV's mission and programs to potential funders. This person will assemble and submit grant requests, letters of intent, packets, applications, and establish and maintain personal contact and relationships with donors, conduct prospect research, and maintain a calendar of submissions, reports, and other strict deadlines.

The successful candidate will be able to craft funding proposals in a clear and compelling manner and will possess strong attention to detail, excellent writing skills, analytical math skills, and thorough researching skills. Candidates must be self-motivated, highly organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Researches, writes, submits, organizes, and manages grants under guidance and supervision of Director of Grants and Government Relations (DGGR)
- Manages the grant application process from start to finish, including drafting, editing, and submitting proposals within deadlines under the supervision of the DGGR
- Maintains records of denied, accepted, active, and future grants/opportunities
- Strategizes with the DGGR for future funding opportunities
- Writes clear, concise, and persuasive grant proposals and applications that effectively communicate the FBRGV's mission, programs, and impact
- Ensures that grant proposals are tailored to meet the specific requirements and priorities of each funder
- Cultivates relationships with funders and grant-making organizations through regular communication and engagement activities
- Represents the FBRGV at functions and other meetings as needed
- Contributes to team effort by accomplishing related results as needed
- Evaluates existing procedures and recommends improvements to the DGGR
- Performs additional duties as assigned by the DGGR

### QUALIFICATIONS

- Honesty, integrity and commitment to fighting hunger in the Rio Grande Valley

- Must have clear understanding of and ability to articulate the mission of FBRGV
- Personal experience in community service and an understanding of the role volunteerism
- Minimum 2 years' experience of successful grant writing
- Excellent writing, editing, and proofreading skills, with a strong attention to detail
- Strong research skills, with the ability to gather and analyze data from various sources
- Familiarity with grant application processes and requirements for government agencies, foundations, and corporations
- Ability to multitask and perform at a high level of detail under strict deadlines, stress, and a variety of conditions
- Ability to effectively communicate complex ideas and concepts in writing
- Ability to politely be firm and decisive
- Good judgment and discretion
- Ability to manage time efficiently and to work independently with minimum supervision
- Orientation to detail, accuracy and the meeting of deadlines
- Proficient in English
- Possession of current Texas Class C driver's license and access to a personal vehicle. Must have a clean driving record for at least three years prior to employment.

**EDUCATION/CERTIFICATION:** Bachelor's degree in English, Communications, Nonprofit Management, or a related field. Active membership with Grants Professionals Association, Certified Fund Raising Executive International, or similar association is a plus.

- SKILLS/ABILITIES:**
- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 50 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
  - Conditions may include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
  - Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, automobile.

**ADDITIONAL REQUIREMENTS OF THIS POSITION**

**REPETITIVE MOTIONS:** Movements frequently and regularly required using the wrists, hands, and fingers  
Sitting, standing and walking

**PHYSICAL STRENGTH:** Medium work:  
Exerts up to 20 lbs. of force

## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

Employee Signature (Employee has received a copy of Job Description): \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_