

# Grant Writer

## **I. JOB SUMMARY**

The position of Grant Writer will be responsible for developing and writing grant proposals to foundations, corporations, federal/state/local governments, and other grant-making organizations, and will persuasively communicate the Food Bank RGV's mission and programs to potential funders. The Grant Writer 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. Excellent writing, analytical, math, and research skills are essential.

Candidates must be self-motivated, detail oriented, highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information. A high level of computer literacy required. Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form. A Bachelor's degree in English, Business, Communications or related field, and 2 years of successful grant writing experience required.

Active membership with the Grants Professionals Association, Certified Fund Raising Executive International, or similar association is a plus. The Grant Writer is a full time exempt position.

## **II. ESSENTIAL FUNCTIONS**

- Reports directly to and assists the Director of Grants & Government Relations (DGGR) to meet department goals.
- Maintains a high level of communication and coordination with the DGGR.
- Researches, writes, submits, organizes, and manages grants under guidance and supervision of the DGGR.
- Maintains records of denied, accepted, active, and future grants/opportunities.
- Strategizes with the DGGR for future funding opportunities.
- Must be available to work after hours, night, and weekends as needed.
- 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.

## **III. MINIMUM QUALIFICATIONS**

1. Honesty, integrity, strong professional ethics, and commitment to fighting hunger in the Rio Grande Valley.
2. Must have clear understanding of and ability to articulate the mission of FBRGV.
3. Bachelor's degree in English, Business, Communications, or related field.

4. At least two years of experience successfully writing grants.
5. Personal experience in community service and an understanding of the role volunteerism.
6. Ability to politely be firm and decisive. Good judgment and discretion.
7. Ability to work cooperatively with other staff, volunteers, and donors.
8. Ability to multi-task and perform at a high level of detail under strict deadlines, stress, and a variety of conditions.
9. Ability to lift 40 lbs on a regular basis if needed.
10. Ability to manage time efficiently and to work independently with minimum supervision.
11. Orientation to detail, accuracy, and acceptance of constructive feedback that may require multiple re-writes and revisions.
12. Ability to present a professional demeanor under a variety of conditions.
13. Proficient in English.
14. 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

#### **IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

1. 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.
2. 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.
3. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, automobile, forklift, electric and manual pallet jack.

*The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.*

*The Food Bank of the Rio Grande Valley, Inc. is an equal opportunity/affirmative action employer committed to cultural diversity in the workforce.*

*You will be evaluated in part based upon your performance of the tasks listed in this job description. The Food Bank of the Rio Grande Valley, Inc. has the right to revise this job description at any time. The job description is not a contract for employment.*

