



I. JOB TITLE: Grant Writer

Reports to: Director of Development
Location: Birmingham, AL
Salary Range: \$40-50K with experience, plus benefits
Status: Exempt
Type: Full time

II. JOB FUNCTION

The Grant Writer will support the mission of Community Food bank of Central Alabama and is responsible for all aspects of grant activities (researching, writing, reporting) in compliance with the Development Department goals and objectives. Includes developing and executing a comprehensive and aggressive program to generate grant support from existing sources and new opportunities via Feeding America, private/corporate foundations, federal and state programs, local municipalities, civic and religious groups, etc. Works with Director of Development, Corporate Manager, and other staff to achieve or exceed goals of the grant program. Collaborates with other Food Bank staff related to grant proposals as appropriate.

III. BACKGROUND

The Community Food Bank of Central Alabama is a nonprofit, tax exempt charity. We feed people in need today and foster collaborative solutions to end hunger tomorrow. We accomplish this mission by supplying 16+ million meals a year to 250+ food pantries, shelters, and children's programs in 12 counties of Central Alabama. We also create healthy food access through direct service programs. For example, we feed children at risk of hunger during school breaks, deliver fresh produce and other staples to residents living in isolated communities and provide food to under-nourished mothers of critically ill infants through on-site hospital food pantries.

IV. DUTIES AND RESPONSIBILITIES

- Keep informed and consistently practice the policies and procedures of Community Food Bank of Central Alabama and Feeding America national office regarding compliance.
- Possess knowledge of all CFBCA programs.
- Maintain current guidelines and submission deadlines of existing grant makers.
- Prepare and submit all grants applications on behalf of the Food Bank.
- Research new funding prospects.
- Research regional/related data and collecting/summarizing data for proposals.
- Acts as primary interface with grantors.
- Collect/interpret P2 statistical reports provided to substantiate grant proposals.
- Prepare all reports required by funders.
- Maintain files on all grants/reports.
- Prepare all correspondence related to grants

V. QUALIFICATIONS

- Minimum of 3 years' experience with grant writing.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.

- Able to monitor and meet income goals.
- Strong written communication skills: ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments

VI. ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to process information through a computer system.
- Ability to talk and hear in order to communicate with diverse constituents and staff.
- Ability to read, count and write to accurately complete all documentation.
- Ability to use hands to handle or feel items such as documents.
- Close vision, color vision and ability to adjust focus is needed.
- Ability to sit, stand, walk and reach with hands and arms and lift up to 15 pounds.
- Ability to drive motor vehicles.
- Ability to work varied hours/days to oversee responsibilities.
- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all- inclusive. Employees will follow other instructions and perform other related duties as required.

Community Food Bank of Central Alabama is an equal opportunity employer and provider.

This job description does not constitute a contract.

I have read the above job description. I meet the qualifications and can perform the duties as described.

Applicant Signature

Date