



**Central California Food Bank**  
Job Description

**Job Title:** Grant Writer  
**Reports To:** Director of Development  
**FLSA Status:** Non-Exempt

**Prepared By:** HR Manager  
**Approved By:** co-CEO  
**Pay Rate:** \$23 - \$25 per hour (DOE)

**POSITION SUMMARY:**

As a member of the Development Team, the Grant Writer will coordinate the procurement of funds for Central California Food Bank by identifying, qualifying, cultivating, soliciting and stewarding sources of funding from private and public foundations as well as corporations for the purpose of funding operating, programming, equipment and capital needs of Central California Food Bank (CCFB).

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**1. Coordinate the procurement of funds for Central California Food Bank from private and public foundations and corporations:**

- Prepare and manage an annual plan and calendar of identifying, qualifying, cultivating, soliciting and stewarding activities with special emphasis on reporting and submission deadlines.
- Identify, research, and qualify private and public funding opportunities for programs, operations and capital needs of Central California Food Bank through library and periodical research, web research, submitting letters of inquiry and professional development opportunities.
- Cultivate personal relationships with new and existing private and public foundation programs officers, grant administrators and others as appropriate for solicitation and reporting.
- Solicit new and recurring grant requests with private and public foundations through a variety of proposals, including letter proposals, full prospectus, abridged prospectus and graphic presentations (power point);
- Steward new and existing foundation donors through reporting, special events, letters of appreciation and other means of correspondence in collaboration with Central California Food Bank staff and relevant departments.
- Work with program staff to develop programmatic ideas for grant seeking purposes while maintaining focus on funding priorities of the Food Bank.

**2. Manage all current and historical data regarding the procurement of funds for Central California Food Bank:**

- Prepare tracking, statistical and analysis reports on foundation grant revenue performance.
- Maintain current foundation financial and biographical information and history on a regular basis, through database maintenance.

- Maintain accurate record keeping of contact reports, solicitation proposals, and stewardship reports in hard file and notes in donor database management system in a timely manner.

**3. Other duties as required by the Director of Development or co-CEO, such as**

- Coordinate and perform tours for individuals and groups
- Participate in various Marketing and Development presentations and special events outside Central California Food Bank

**4. Participate in strategic planning for CCFB:**

- Oversee resource development and ensure potential resources in the community are actively sought out.
- Represent and advocate for the organization in the community and at the regional level.
- Work towards leadership roles to represent Central California Food Bank at the regional level.
- Engage in organization capacity-building activities.
- Attend staff meetings.
- Adhere to Feeding America and Central California Food Bank regulations and guidelines.
- And seek viable opportunities for the organization to cut costs.

**5. Provide excellent customer service to all Central California Food Bank customers including clients, staff, donors, logistics personnel, agency personnel, volunteers, board members, and the general public:**

- Engage in the following tasks or behaviors that represent excellent customer service: timely responses, punctuality and attendance, treating others with respect, distributing quality product, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication.
- And other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position does not have supervisory responsibilities.

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Minimum Bachelor's degree
- Three or more years or more of experience in development writing in a non-profit setting
- Strong writing, editing, communication, and collaboration skills
- Must be detailed oriented and organized
- Exceptional interpersonal skills with the ability to interact professionally with the public
- Experienced in the use of appropriate computer software, including Microsoft Office Suite
- Strong critical thinking skills, enthusiasm and flexibility in participating in projects
- Experience in creating solicitation proposals for major gift donors, both individuals foundations/corporations
- Experience in producing stewardship reports and other types of philanthropy communications
- A deep commitment to the mission of Central California Food Bank

- Must be able to quickly adapt to changing business environment
- Valid CA driver's license and regular access to vehicle required
- Proven ability to effectively communicate with supervisors, co-workers, subordinate staff, volunteers and our customers
- Ability to work and interact well with individuals (staff and volunteers) from a variety of socioeconomic backgrounds in a culturally diverse environment
- Willingness to work beyond normal working hours, when necessary

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

*Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.*

*Central California Food Bank is an Equal Opportunity Employer.  
Central California Food Bank is a proud member of Feeding America.*