



## Central California Food Bank Job Description

**Job Title:** Grants Coordinator  
**Reports To:** Grants Administrator  
**FLSA Status:** Non-Exempt

**Prepared By:** HR Manager  
**Approved By:** co-CEO  
**Pay Rate:** \$20/hr

### **POSITION SUMMARY:**

As a member of the Development Team, the Grants Coordinator will assist the Grants Administrator in the procurement of funds from private and public foundations, corporations and government entities for the purpose of sustaining the operational, programmatic, equipment and capital needs of CCFB.

The Grants Coordinator plays an instrumental role in CCFB's fundraising efforts and is vital to identifying, cultivating, soliciting, and stewarding resources. This position is also responsible for working cross-departmentally to acquire pertinent information for Grant Reports, Proposals, and Storytelling pieces that support the Development Team's donor engagement efforts.

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. Assist in the procurement of funds for Central California Food Bank from private and public foundations, corporations, and government entities:**
  - Assist with preparing an annual plan and calendar of identifying, qualifying, cultivating, soliciting and stewarding activities with special emphasis on reporting and submission deadlines.
  - Research prospective funders, processes, and deadlines; preparing information for Grant Administrator's DoD strategy sessions, Grants Committee Meetings, and grant proposal submissions
  - Maintain detailed records on funders, prospective funders, proposal submissions, approvals and requirements, and funding communications in Development's CRM.
  - Create Working Verbiage documents in Word for all grant applications/Letters of Inquiry (LOIs)/reports as soon as available on website portals
  - Prepare and mail acknowledgement letters to grantors
  
- 2. Support Grants Administrator in the tracking of all private and public foundation, corporate, and government grant deliverables, timelines and budgets:**
  - Participate in the co-creation of tracking forms for deliverable timelines, Scope of Work overviews, etc. to ensure grant performance.
  - Gather necessary data and backup documentation across internal departments to facilitate the timely spend down of resources and project budget adherence.

- Attend monthly cross-departmental Grants Tracking meetings and new Grant Kick-off meetings as scheduled and assist with notetaking at these meetings.

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

- Update master grant tracking spreadsheet, monthly grant activity spreadsheet, grant funder list, and program funding status documents
- Maintain accurate record keeping of contract reports, solicitation proposals, and stewardship reports and notes in donor database management system or in the Grants by Funder folder in a timely manner.
- Assist Grants Administrator with collection of data and information for upcoming grant proposals and reports. Proofread/edit acquired information for Grant Administrator review, prior to submission
- Assist with grant budgeting and forecasting.
- Update language for grant templates to reflect current FY programming.

**4. Other duties as required by the Director of Development, such as**

- Compile and maintain hunger-related material and statistical data, including the compilation of external data from other sources.
- Work closely with Communications staff to ensure all recognition of funded grants is being fulfilled
- Participate in various Development special events offsite of Central California Food Bank

**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 with 2+ years of grant writing experience in non-profit sector OR 3+ years of professional experience writing funding requests
- Strong writing, editing, communication, and collaboration skills
- Detailed oriented and organized
- Exceptional interpersonal skills with the ability to interact professionally with the public
- Proficiency in appropriate computer software, including Microsoft Office Suite
- Strong critical thinking skills, enthusiasm and flexibility in participating in projects
- Experience in producing stewardship reports and other types of philanthropy communications
- A deep commitment to the mission of Central California Food Bank
- Adaptability to changing business environment
- Valid CA driver's license and regular access to vehicle required
- Proven ability to effectively communicate with supervisors, co-workers, funders, volunteers, etc.
- 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

## **SUCCESS FACTORS**

The successful candidate utilizes experience in development, customer service, marketing, and fundraising practices and has a high-level of self-sufficiency to achieve goals and objectives. Must have a demonstrated ability in building relationships and is proven to meet deadlines.

Furthermore, the successful candidate will demonstrate: A strong passion for Central California Food Bank's mission and drive to create awareness and grow funding pathways to major gifts. The ability to understand the principles of philanthropy. Strong interpersonal communication skills and can instill confidence in others are required along with the ability to work independently with minimal daily contact with direct supervision. Motivation and displaying a continual organized drive in achieving fundraising goals with the ability to analyze goals and implement appropriate solutions is necessary.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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.*

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**Central California Food Bank**  
Job Description Acknowledgement

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By signing below, I am acknowledging that I have received a copy of this job description.

I understand I am to become familiar with my job description's contents as it represents a summary of my job duties, which are not all-inclusive and are subject to change, with or without prior notice. I understand it is my responsibility to talk to my manager or Human Resources if I have any questions regarding my individual job responsibilities or any policies and procedures.

Further, I understand that signing this document does not constitute a contract of employment with Central California Food Bank.

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

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Date