

GRANTS RELATIONS OFFICER

The Food Bank of Western Massachusetts, located in Hatfield, Massachusetts has a mission to feed our neighbors in need and lead the community to end hunger. In Berkshire, Franklin, Hampden and Hampshire Counties in Western Massachusetts, approximately one in every eight people suffers from chronic food shortages or needs emergency food assistance. In some areas, rates of hunger and food insecurity are more than six times higher than the Massachusetts statewide average.

Currently, The Food Bank is in search of a **GRANTS RELATIONS OFFICER. This position reports directly to the Executive Director and is a 30-35 hour per week position with a full and comprehensive benefit package. The position overview:**

JOB OVERVIEW

The Grants Relations Officer position is dedicated to securing support from corporate and private foundations, and government sources for operating, capital and endowment purposes.

ESSENTIAL FUNCTIONS

- Coordinate staff grant planning meetings and prepare private and corporate foundation, and government grant proposals
- Coordinate grant budget preparation with directors and staff accountant
- Prepare and submit timely interim reports, final reports and other necessary requirements to funders
- Cultivate and manage key grant donor relationships with the Executive Director
- Coordinate logistics of foundation relations – face to face meetings, presentations, onsite visits, etc.
- Maintain grant records – track grants and gifts requested and received
- Analyze pending or anticipated grants; manage grant lists for current and prior fiscal years
- Prepare appropriate grant acknowledgement correspondence
- Identify new sources of support and create research profiles on existing grant funders and prospects
- Collaborate with appropriate staff to facilitate and ensure proper crediting of foundation, corporate and government funders throughout the organization for inclusion in published and marketing materials (i.e. website, Word of Mouth, press releases and other PR and communications)
- Attend regular and special development and cross-division meetings to represent grantor perspective
- Prepare grant award summaries and circulate to relevant staff
- Stay abreast of all organizational activities for the purpose of grant writing and communication with funders
- Prepare annual fiscal year grant projections
- Represent The Food Bank and its programs in meetings, site visits, and phone conversations with foundation, corporate and government grant representatives

OTHER RESPONSIBILITIES

- Utilize Raiser's Edge/Blackbaud to support development and funder cultivation/tracking efforts.
- Develop and provide other reports as necessary and Meet with senior management and other Food Bank staff on a regular basis to discuss establish grant funding priorities and opportunities.

JOB QUALIFICATIONS/ REQUIREMENTS

Education & Training: Bachelor's degree in Communications, English, Journalism, or related field

Experience: 3-5 years professional experience in grant writing, foundation fundraising, corporate fundraising, prospect research, and/or related areas

Other skills:

- Knowledge of foundation and corporate funding community
- Proven track record in grant donor cultivation and securing support from foundation and corporate sources
- Exemplary writing, interpersonal and organizational skills
- Ability to manage multiple projects simultaneously and meet grant and reporting deadlines
- Proficient in MS Office
- Knowledge of Raiser's Edge

How to Apply: Please submit a cover letter and your résumé with the subject line **GRO2019. The Food Bank of Western Massachusetts is an equal opportunity employer encouraging excellence through diversity and a Living Wage Employer.**

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