



Grants Coordinator

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The **Grants Coordinator** under the direction of his/her supervisor is responsible for various aspects of grant funding, planning and researching grant-funded programs for the organization. This position will coordinate the pre-award planning, preparation, writing, submission, and the post-award administration of various grants assigned to SFBFS and will maintain donor relations between SFBFS and funders and will collaborate with key staff to ensure that grants are in compliance with regulatory, funding agency and policy requirements.

The Grants Coordinator will (including but not limited to):

- Assist supervisor(s) with building and maintaining relationships among SFBFS constituent groups, maintain an in-depth understanding of the organization including mission, vision, values, history, programs and services and plans for the future and collaborate with SFBFS staff to gain an in-depth understanding of ongoing program/project needs, goals, objectives and outcomes
- Identify potential funding opportunities to support program and operating needs. Conduct research on local, regional and national foundations including private and government funding sources
- Prepare and submit timely proposals that accurately and ethically represent SFBFS programs, services, needs and goals. Adhere to deadlines and other funder criteria for submission
- Manage compliance requirements and timelines for funded proposals. Prepare and submit timely reports to funders that accurately reflect the work completed by SFBFS and maintain master grant calendar; maintain files on all proposals, awards and funders, including applications, correspondence, reports and coordinate grantee reporting and compliance
- Other duties as assigned

SKILLS AND EXPERIENCE REQUIRED

- Bachelor's degree or equivalent and 2-3 years prior experience in grant writing, program development, or equivalent work experience
- Expertise in essay or journalistic writing, English grammar and punctuation with demonstrated proof reading and editing experience
- Experience managing large volume of grant proposals with basic understanding of finance, budgeting and program planning and evaluation
- Experience in collecting and analyzing data and program outcomes, and reporting results

POSITION DETAILS

- Full-time, non-exempt position; occasional weekends and holidays as needed
- SFBFS' Family Services campus location; with occasional travel to Food Bank Services campus
- Comprehensive benefits including medical / dental / vision / life / AD&D / LTD / retirement and more

Applicants must submit resume, cover letter, [SFBFS' employment application](http://www.sacramentofoodbank.org/jobs) (found here: www.sacramentofoodbank.org/jobs) which should include three professional references to employment@sacramentofoodbank.org for consideration. **No phone calls please.**