



Grants Coordinator

Are you interested in using your fundraising experience to make the difference in the lives of 116,000 Alameda County residents every month? Do you strongly believe that no man, woman or child in Alameda County should go to bed hungry? If you said yes to any of these questions, then please consider joining the Alameda County Community Food Bank's mission of passionately pursuing a hunger-free community.

Reporting directly to the Foundation & Corporate Relations Officer, the Grants Coordinator provides support for the Institutional Giving team and is responsible for writing/editing high-quality, compelling correspondence, letters of inquiry, proposals, grant reports and annual stewardship reports for corporate and foundation funders to meet annual revenue goals for institutional giving. A successful candidate would be the primary point person for prospect research with regard to foundation and corporate prospects.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving 1 in 5 Alameda County residents. Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. The distribution of 31 million meal annually, through partnership with 200 community organizations, is the core of our efforts – which also include nationally-recognized advocacy and outreach efforts, nutrition and wellness, research, and partnerships in healthcare and education. We have received Charity Navigator's top rating for 11 consecutive years, ranking us among the top 1 person of charities nationwide. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE SKILLS AND ABILITIES

- Bachelor's degree;
- Minimum of three years' experience in nonprofit development with an emphasis on grant writing;
- Proven track record of successful grant and sponsorship applications at \$10,000 and up level;
- Superb writing and editing skills with ability to translate program initiatives and impact into strong solicitation letters, proposals and reports for a variety of audiences;
- Solid understanding of best practices in institutional giving—familiarity with local business and foundation community a plus;
- Experience working with prospect research tools, donor databases (Blackbaud a plus) and Microsoft Office applications;
- Ability to prioritize and manage multiple projects at once in fast paced, deadline-driven environment;
- Self-starter, strong organizational skills, attention to detail and creative problem solving;
- Excellent communications, interpersonal and customer service skills; comfort with public speaking;

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, and diversity.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation towards constant innovation and process improvement
- Innovative self-starter and problem solver with a bias towards action
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds/circumstances

PHYSICAL REQUIREMENTS

Ability to sit for long periods of time and use computer for long periods of time. Ability to conduct tours in warehouse on a regular basis. Valid driver's license. Occasional off-site duties as necessary. Ability to attend functions/activities outside of normal work hours. The following physical activities are necessary in the performance of this job: ability to read and write in English. Ability to use a computer to accomplish the duties of the position, including writing and seeing. Ability to think strategically and to communicate expectations and establish priorities.

This is a full-time non-exempt position. The starting hourly wage is \$29.09 per hour (\$56,725.50 annualized). We offer an outstanding benefit package including:

- Medical: 100% for employees and 93% for dependents for Kaiser HMO. Buy-up options to Blue Shield HMO and PPO plans are available.
- Dental: 100% for employees and their dependents.
- Vision: Optional
- Flexible Spending Accounts: Optional
- Commuter Benefit Account: Optional
- Supplemental life, ADD & LTD insurance: 100% coverage
- 403(b) plan available on the first day with employer match after 1 year of service
- Employee Assistance Program: 100% coverage for employee and dependents
- Generous vacation, sick and holiday leave accruals

If you meet these qualifications and want to join our mission, please send your *resume and cover letter* through our Careers page located at <https://www.accfb.org/about-us/careers/>

Due to high volume from our open positions and our limited capacity, we are unable to accept phone inquiries at this time. Thank you for your interest!

ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Posted: 12/11/2017