



Grants Writer

Are you an experienced fundraiser who wants to improve the lives of more than 300,000 Alameda County residents? Are you passionate about connecting funders to critical programs that carry out bold missions and goals? Do you want to apply your superb grant-writing skills and impeccable attention to detail to helping one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — achieve these goals? If so, Alameda County Community Food Bank could be looking for *you* as our next Grants Writer.

A central role on the Food Bank's Leadership Gifts team, the Grants Writer reports directly to the Foundation and Corporate Relations Officer to connect the mission of Alameda County Community Food Bank with our partners. This position is responsible for persuasively communicating our community's needs and the importance of funding critical programs that respond to those needs. The Grants Writer's impeccable execution of the entire grant funding process — from prospecting to reporting to closing — is vital to funding and growing ACCFB's groundbreaking programming. Duties include writing and editing high-quality, compelling correspondence, letters of inquiry, proposals, accurate grant reports, and annual stewardship reports for corporate and foundation funders to meet 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 one in five 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. Our bold new vision aims to provide 120 million meals annually through food distribution, government assistance enrollment and forceful legislative advocacy — while also looking beyond meals to examine and improve the impact of our efforts in our community. We have received Charity Navigator's top rating for 12 consecutive years, ranking us among the top one percent of charities nationwide. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE SKILLS AND ABILITIES

- Minimum of three years' experience in nonprofit development with an emphasis on grant writing.
- Proven track record of successful grant and sponsorship applications at the \$10,000+ 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 communities 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 and circumstances.

PHYSICAL REQUIREMENTS

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 sit for long periods of time and use computer for long periods of time.
- Ability to think strategically and to communicate expectations and establish priorities.
- Ability to conduct tours in our warehouse on a regular basis.
- to partake in occasional off-site duties as necessary.
- Ability to attend functions or participate in activities outside of normal work hours.
- Valid driver's license and insurable driving record. Flexibility

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.

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