



Grant Writer

Listen up! Low-key, *exceptional* Grant Writer wanted!

You know who you are:

- A superb writer and storyteller who's mastered the ability to distill complicated ideas while artfully inspiring the support needed to solve problems.
- Obsessed with doing top-notch work; you enjoy the writing process until you get it *just right* (you look forward to the opportunity to correct typos).
- Passionate about putting your gifts to work in a well-resourced, well respected, important, life-saving organization.
- (By this bullet you're already imagining how you can better tell our story to funders and can't wait to keep our grants train moving ...)
- You are eager to take your grant writing career to the next level in an organization that has a strong team culture and invests in real professional growth!
- And, by now in your career, you've realized that you don't write proposals to fund programs, you write proposals to fund movements.

If you know you're all that *and more* ... shout it from the rooftops: **"That's me! That's me!"** ... or, better yet, apply to be Alameda County Community Food Bank's next Grant Writer!

As a member of the Food Bank's Development Division, the Grant Writer is a key position on our Leadership Gifts team. The grant writer works under the supervision and mentoring of the Corporate and Foundation Relations Manager, writing and editing proposals and reports. This role also conducts funder research, maintains the grants calendar and ensures all grants related documentation is accurately captured and logged in our database. The ideal candidate has at least three years of grant writing experience. They are strong writer, **highly organized** with impeccable **attention to detail** and the ability to herd cats (you'll have to decide if we mean that literally or figuratively). The person in this role has the proven ability to collaborate with people inside the organization as well as with external partners. Importantly, this person is committed to the Food Bank's mission and doing great work to further our pursuit of a nourished, equitable and more just Alameda County.

Alameda County Community Food Bank has achieved notable success in recent years — and is currently responding to an incredible increase in need in our community due to the pandemic and recession. Even with a passionate network of 420+ agency partners serving more clients — and distributing more food — than ever before, we've expanded our services even further to meet the growth in need.

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*. With our latest strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE, SKILLS AND ABILITIES

- Minimum of 3-5 years of grant writing experience in nonprofit development
- Proven track record of successful grant and sponsorship applications at \$10,000 and up level.
- Superb English writing and editing skills with ability to convey program initiatives and impact into strong solicitation letters, proposals and reports for a variety of audiences.

- Solid understanding of best practices in grant writing and institutional giving — familiarity with local business and foundation community a plus.
- Proficiency in working with prospect research tools, donor databases (Salesforce a plus) and Microsoft Office applications.
- Ability to prioritize and manage multiple projects at once in fast-paced, deadline-driven environment.
- Ability to work independently, and as part of a team.
- Self-starter, strong organizational skills, attention to detail and creative problem solving.
- Excellent communications, interpersonal and customer service skills;
- Read and write in English
- Think strategically, communicate expectations, and establish priorities.
- Ability to occasionally attend work functions outside of normal work hours, on weekends and evenings, as needed.
- Valid California driver's license and insurable driving record. (Vehicle ownership not necessary.)

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation, and diversity.
- Excellent judgment, impeccable integrity, and honesty, handles confidential information with discretion.
- Strong work ethic with an orientation toward action, innovation, and process improvement.
- Ability to work both independently and in a collaborative setting
- Passion and drive towards creating an equitable society where people of all races, ethnicities, genders, sexual orientations, and economic circumstances can reach their full potential and live vibrant, productive lives.

PHYSICAL REQUIREMENTS

This role is able to work a partial-remote schedule, but requires a minimum of 3 days per week on-site at our 7900 Edgewater Drive facility in Oakland. The in-person work takes place in an open office environment, with a large, attached warehouse. Physical activities necessary in the performance of this job include the ability to: sit at a computer workstation for prolonged periods, conduct tours throughout the 118,000 sq ft. Food Bank facility, and bend, lift and carry up to 30 lbs. on occasion.

COMPENSATION AND BENEFITS

This is a full-time, non-exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5 hour workday, 1 hour unpaid lunch break). The non-negotiable starting hourly wage is \$34.04 per hour (approximately \$66,300 per year). We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO and PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off, starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, A&DD & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

If you meet these qualifications and want to join our mission, please submit your *resume and answer the application questions on our careers page located at accfb.org/careers.*

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. 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 02-10-2023**