**New Job Opportunity!**

**TITLE:** Grant & Resource Development Specialist

**STATUS:** At Will, Hourly, Non-Exempt, $25.50 an hour

**AGENCY:** Second Harvest of the Greater Valley (SHGV)

**HOURS:** Full-Time/Monday-Friday 7:00am-3:30pm

**DEPARTMENT/PROGRAM**: Development

**SUPERVISOR:** Director of Development & Communications

**BENEFITS:** Medical, Dental and Vision Insurance, IRA, Paid Vacation, Sick Leave, Holidays, Life Insurance.

**LOCATION:** 1220 Vanderbilt Circle Manteca, CA 95337

(This Job Description is not an implied contract for employment. It is a management tool for assigning

work)

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**STATEMENT OF JOB**

The Grant & Resource Development Specialist is responsible for preparing, submitting, executing, and maintaining grant proposals and reports, as well as planning and coordinating key aspects of fundraising, donor relations, and marketing to support the goals of the Food Bank and meet funder guidelines. This position serves as a liaison between the Food Bank and corporate, private, and government funders. As a member of the Development Department, the Grant & Resource Development Specialist contributes to strategizing and achieving the Food Bank’s fundraising goals through active involvement in annual fundraising planning and activities.

**ESSENTIAL REQUIREMENTS OF THE JOB**

1. Represent the organization in a professional and competent manner.
2. Advocate for the best interest of the organization and clients SHGV serves.
3. Promote and support a culturally and linguistically diverse workforce and be responsive to the populations within our service area.
4. Maintain confidentiality and confidential information in accordance with legal standards and organization regulations.
5. Ability to manage multiple deadlines and projects
6. Participate in assigned organizational meetings, in-service trainings, conferences, and represent the organization at assigned community meetings.
7. Observance of assigned working hours and program appointments by demonstrating promptness and through preparation.
8. Perform job duties in a safe manner to ensure a safe working environment for oneself and others.
9. Prepare assigned reports, work records, statistical data, job evaluations, and work plans in a timely manner
10. S Strong writing, research, and organizational skills, including the ability to use AI-powered tools (e.g., Grant Assistant, ChatGPT) to enhance proposal development, research, and reporting
11. Build and maintain collegial and supportive relationships among all who work for, volunteer, donate to, and receive services from the Food Bank.
12. Work with the Director of Development to implement grant funding, stewardship, and fund development initiatives."
13. Support fund development efforts to raise funds on behalf of SHGV's programs and services."
14. Work directly with the Director of Development, Director of Finance, and Director of Strategy & Partnerships to ensure grant funding is being spent according to what was written and budgeted.
15. Develop and implement a comprehensive written annual resource development plan with strategies for donors and prospects in each constituent group including individuals, faith groups, organizations, corporations, etc.
16. Broaden SHGV’s fundraising by developing planned giving, solicitation of bequests, and endowment initiatives
17. Maintain an in-depth understanding of the organization’s mission, vision, values, history, programs, services, and future plans.
18. Collaborate with Food Bank staff, volunteers, and Senior Management to understand ongoing program/project needs and outcomes.
19. Assist with budget development, program planning, outcomes, evaluation, and measurement.
20. I Identify potential funding opportunities using traditional and AI-based research methods to support operational and programmatic needs; conduct research on foundations, corporations, government agencies, and individuals.
21. Prepare and submit timely, accurate proposals that reflect SHGV’s programs and goals using AI-assisted writing and editing tools; adhere to funder deadlines and guidelines.
22. Manage compliance requirements and timelines for funded proposals. Prepare and submit timely reports to funders that accurately reflect the work completed by the Food Bank.
23. Maintain a master grant calendar and organized files on all proposals, awards, and correspondence.
24. Provide regular internal reports on revenue, activities, and fundraising plans.
25. Initiate new ways to expand SHGV’s grant revenue and funding database.
26. Build and maintain strong partnerships with external organizations to facilitate food movement throughout SHGV’s service area.
27. Serve as a primary point of contact for grant-related matters.
28. Perform other duties as assigned.

**EDUCATION and/or EXPERIENCE**

* Bachelor’s degree in Nonprofit Management, Communications, Public Relations, Business Administration, English, or a related field preferred.
* Minimum of 2–3 years of experience in fundraising, grant writing, donor relations, or nonprofit development.
* Experience managing multiple projects and meeting deadlines in a fast-paced environment.
* Experience working with donor database systems.
* Strong writing, research, and communication skills required.

**DESIRED SKILLS AND ABILITIES**

**Competencies:**

* Strategic Thinking
* Business Acumen
* Leadership
* Results Driven
* Financial Management
* Problem Solving/Analysis
* Collaboration Skills
* Public Speaking

**Language Skills:**

* Clear and timely communication with others.
* Strong writing, research, and organizational skills, including the ability to edit, refine, and validate AI-generated content.
* Follow written and verbal directions.
* Present information effectively, accurately and thoroughly in a style others can understand and act upon.
* Listen to others’ information, asks questions that clarify the intended message, and respond to questions from managers/supervisors, customers, and outside organizations.

**Mathematical Skills:**

* Calculation of figures and amounts including addition, subtraction, multiplication, divisions, percentages.
* Ability to apply basic math concepts.

**Computer Skills**

* Experience using network-based systems including knowledge of file structure.
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  • Proficiency in Microsoft Office (Word, Excel, Outlook), AI-assisted writing platforms (e.g., Grant Assistant, ChatGPT), and donor database systems (preferred).
* • Ability to generate, edit, and manage grant documents using both traditional software and AI writing tools.

• Word – Proficiency in preparing professional documents, including formatting, tables, and the use of AI-generated content when appropriate.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have the ability to sit, stand, walk, bend, squat, climb, kneel; use hands to finger control; and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee will be required to operate a motor vehicle and travel.

**ESSENTIAL REQUIREMENTS OF THE JOB**

1. Must possess a valid California Driver’s License; personal automobile liability insurance; a vehicle available for use daily; and a driving record that meets the standards outlined in the Company’s hiring policies. Business exclusions on automobile insurance policies are prohibited. Employee automobile insurance must include a certificate of insurance verifying their policy does not include a Business Exclusion.
2. Must be willing to complete a drug screen and background check.
3. Must be willing to work within a culturally integrated workplace, and be willing to respect human differences based upon race, religion or religious creed, religious observance, color, caste, indigeneity, age, sex, sexual orientation, gender identity, gender expression, transitioning, or transgender status, genetic information, national origin, ancestry, protective hairstyles (including but not limited to braids, twists, and locks, etc.), marital status, (includes lawfully recognized same sex marriages), medical condition, disability, miliary service, military and veteran status, pregnancy, childbirth, and related medical conditions, reproductive health decision making, off duty cannabis use, and any other classification protected by federal, state, or local laws, regulations, ordinances, and any other characteristic that distinguishes people from one another.

Interested candidates should submit a letter of interest and updated resume to the HR Manager @ jojordan@secondharvest.org