

Feeding America Riverside | San Bernardino Job Description

Position Title: Grant Coordinator

Reports To: Fund Development Manager

Status: Full Time, Hourly, Non-Exempt, Hourly pay \$24.50 - \$25.50

Schedule: Monday – Friday, 7:00 am – 3:30 pm. This position requires availability for occasional weekends and evening events.

Benefits: We offer a competitive and extensive benefits package, including an incremental PTO Plan, 14 paid holidays, and a floating birthday holiday. Medical & Dental insurance plans with the majority paid by the employer.

Summary: The Grant Coordinator supports the Development Team by researching, writing, and submitting grant proposals and reports that advance FARSB's mission and fundraising goals. Reporting to the Fund Development Manager, this role ensures that grant applications and reports are accurate, timely, and compelling, while maintaining strong relationships with funders. The Grant Coordinator collaborates closely with internal teams to gather data, success stories, and budget information to produce high-quality proposals.

Duties and Responsibilities:

Grant Writing & Reporting (50%)

- Research and identify grant opportunities from foundations, corporations, and government agencies.
- Draft, edit, and submit grant proposals that clearly communicate FARSB's mission, impact, and funding needs.
- Prepare timely and accurate grant reports, ensuring compliance with funder requirements.
- Maintain a master grant calendar of deadlines and deliverables.
- Track submitted proposals, pending applications, and grant outcomes for reporting to the Annual Giving Manager.

Collaboration & Information Gathering (30%)

- Partner with Finance to ensure alignment of grant budgets with organizational financials.
- Work with Programs and Partner Relations teams to collect data, outcomes, and stories for proposals and reports.
- Assist the Annual Giving Manager in developing stewardship content, including thank-you letters and updates for funders.

Administrative & Data Management (15%)

- Maintain complete and organized files on proposals, awards, and funders.
- Keep donor and grant information updated in DonorPerfect or other systems as directed.
- Conduct periodic research to identify new prospects and funding opportunities.
- Ensure compliance with grant requirements and ethical standards of fundraising

Team Support (5%)

- Contribute to Development Team projects and campaigns as needed.
- Perform other duties as assigned.

Qualifications:

- Minimum 1 year of grant writing or professional writing experience required.
- Demonstrated ability to write clearly, persuasively, and with attention to detail.
- Strong organizational skills with the ability to manage multiple deadlines.
- Familiarity with fundraising principles and nonprofit operations.
- Experience with CRM/databases (DonorPerfect preferred) is a plus.
- Self-starter who can work independently and collaboratively.

Physical Demands/Environmental Factors/Organization Requirements:

- Ability to lift 25 pounds
- Extended periods of sitting at a desk on the phone and computer
- Office and distribution center environment with moderate noise
- Conduct tours throughout the 80,000 sq. ft. Food Bank facility
- Able to drive throughout Riverside and San Bernardino counties for meetings and events

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The abovementioned requirements represent the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Feeding America Riverside | San Bernardino is an Equal Opportunity Employer.
Underrepresented groups are encouraged to apply.

Employee Signature

Date

Manager Signature

Date