

Feeding Southwest Virginia

Job Description

Position Title: Grant and Development Writer
FLSA Status: Non-Exempt
Salary Grade: 11
Department: Development
Location: Salem Facility
Supervisor: Chief Development Officer
Supervises: None
Revised Date: 7/22/21

Position Purpose:

The Grant and Development Writer supports the mission of Feeding Southwest Virginia in compliance with FSWVA's Strategic Plan and the Development Department's goals and objectives. The duties of this position include executing a comprehensive and aggressive program to generate funding from existing and new sources including foundations, corporations, governments, the national Feeding America organization, and civic and religious groups. Prepares and writes content and key messaging for fundraising materials to include direct mail solicitations, appeal letters, newsletters and digital appeals. Provide occasional website and social media content regarding campaigns and appeals. Helps to develop plans with the Development Team for growing the number of donors by creating retention strategies, special grant opportunities, direct mail and online tactics, monthly giving and other best practices. Works diligently to pursue new potential supporters. The person in this position works closely with the Grants Manager and Chief Development Officer as well as with other Development Department staff members, and collaborates with staff members from the Executive, Finance, Food Procurement, IT, Operations, Program Services and Volunteer Services departments related to grant proposals.

Position Essential Functions and Responsibilities:

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions or responsibilities listed below.

Position Responsibility (Expected Work)

1. As the Grant and Development Writer, he/she will demonstrate a professional demeanor in interactions with all FSWVA staff, agencies, donors, government officials and the public.
 - Keep informed and consistently practice the policies and procedures of Feeding Southwest Virginia and the Feeding America national office.
 - Possess knowledge of Feeding Southwest Virginia and all its programs.
2. The Grant and Development Writer reports directly to the Chief Development Officer and is responsible to maintain and follow effective processes that include:
 - Align grant activities with the Strategic Plan, Development Department Goals and Objectives.
 - Collaborate with Programs and Executive Departments to prioritize funding needs.
 - Conduct research to identify funds available.
 - Collect, verify and interpret relevant data and statistics.
 - Write concise, articulate and persuasive grant proposals and narratives.
 - Work with Executive and Finance Departments to develop grant budgets and budget narratives.
 - Submit grant proposals to grantors.
 - Steward relationships with grantors through telephone calls, thank-you letters and other correspondence.
 - Monitor grant-funded programs and projects and submit timely reports on use of funding.
 - Maintain a grant-tracking and report-management system.
 - Compile and disseminate information for internal reports.
3. Under the guidance of the Chief Development Officer, maintain and follow effective processes for office communications and administrative procedures.
4. Work with the Development Department team to write and edit other materials as needed.
5. In collaboration with Chief Development Officer, act as a primary interface with grantors.
6. Assist in updating departmental SOPs.

Diversity:

Demonstrate a core value of diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, language, origin or employment status.

Other functions:

- Promote a cooperative spirit within the organization and among internal and external participants.
- Perform other duties as assigned by the Chief Development Officer, Grants Manager and the President and CEO.

Interface: Responsible in maintaining positive relationships

- Interface with grantors, the general public, donors and key contacts.
- Interact with the Development Department team and others to ensure consistency in content and messaging

**Minimum Skills and Qualifications required to capably perform in the position
Training, Education and Experience:**

Education:

- Bachelor's Degree or combination of education and three years of proven successful grant writing or equivalent writing experience required

Experience:

- Demonstrated professional grant writing or equivalent writing experience required.

Knowledge, Skills and Abilities:

- Makes a positive contribution to the culture of the organization. Willing to answer for the outcomes resulting from their choices as they manage an important workload while focusing on building priorities and executing their tasks. Does smart, effective follow up for completion of projects in a timely manner.
- Leads by positive example.
- Enjoys writing.
- Willing to dedicate talents and skills toward serving the less fortunate.
- Creative, enthusiastic, flexible and mature.
- High-energy with excellent oral, presentation, and written communication skills.
- Can analyze information and develop creative solutions and/or alternatives.
- Strong planning skills.
- Can deal with the public in a professional, timely, fair, and confidential manner.
- Exceptional organization and time-management skills.
- Able to work independently and to handle multiple priorities under minimal supervision.
- Able to understand instructions and demonstrate quality results.
- Able to work with others.
- Self-motivated, detail-oriented and able to meet deadlines.
- Able to set own schedule.
- Able to understand instructions and effectively demonstrate quality results.
- Willing to learn.

Allowable Substitutions:

At FSWVA's discretion, a combination of education, experience, and training may be considered in lieu of the required education and/or experience.

Language Skills:

- Excellent written and oral communication skills with demonstrated ability to communicate effectively and convey concepts in a concise, articulate and persuasive way.
- Ability to communicate effectively with all staff members.
- Ability to make public presentations on behalf of the organization.

Mathematical Skills:

- Ability to perform basic math functions.

Technical/Computer Skills:

- Proficiency preferred in the use of Microsoft Office Word, Excel and Outlook Software.
- Capable of learning and independently operating equipment but not limited to printer, multi-use copier, fax, and phone system.

Other Skills and Abilities:

- Ability to maintain confidentiality at all times.
- Ability to work with people of diverse backgrounds.
- Reliable and dependable.
- Maintain compliance with established FSWVA directives, policies and external regulation

Licenses and Certificates:

Valid Driver's License and own transportation to work required. Maintain a safe driving record in driving company vehicles.

Team Commitment:

Considers the benefits and consequences to the team when taking action, openly shares ideas and information with others, effectively completes work activities with and through others, helps others achieve goals and complete work to meet the needs of the team and the organization. Criticizes actions, when necessary, not people and effectively negotiates win-win outcomes.

Flexibility:

- Be willing to work overtime and mandatory days set forth by the organization on short-notice.
- Be willing to work flexible coverage as needed.

Physical Demands:

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks outlined in this job description.

The position operates primarily in an office setting within FSWVA. It requires sitting at a desk for long periods of time and involves extensive computer work with frequent interruptions. Close vision and the ability to adjust focus are required. Routine travel to functions and special events is normal. Occasionally, may be required to respond to organizational needs outside of normal working hours.

The employee may be required to walk, stand, push, pull, lift, bend, and carry objects up to 30 pounds. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and can hear and watch for traffic and normal hazards of a warehouse environment. Occasionally, conducts work in an external environment that requires driving. Conducts work in a fast-paced and deadline-driven environment.

Work Environment:

Feeding Southwest Virginia is an equal opportunity employer and embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential. This description provides information regarding the essential function of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments the individual may be given. This job description is not an employment agreement or contract.

I understand the requirements of the job.

Employee: _____
(Please print name)

Date: _____

(Employee Signature)

Supervisor: _____
(Please print name)

Date _____

(Supervisor Signature)