

**Feeding America West Michigan Food Bank**  
**Job Description**  
**Grant Writer**

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**REPORTS TO: Grant Manager**

**GENERAL DESCRIPTION:**

This position assists the Development Department with requesting and securing grant funding. The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information. Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form.

**Essential Job Functions:**

- Researching, identifying, developing and responding to public and private grant opportunities
- Preparation and timely submission of proposals, grant applications and reports
- Persuasively communicate the organization's mission and programs to potential funders
- Track grant proposal, media and report deadlines
- Ensure prompt acknowledgement of foundation gifts
- Prioritize projects to keep multiple projects moving in a timely manner, meets deadlines and manages supplemental material required for proposals
- Present grant proposals to potential funders, Food Bank staff, and other relevant parties
- Assist the Grant Manager
- Special projects as needed

**This list is not all-inclusive and other duties may be assigned**

**Professional Requirements:**

- Ability to write clearly and informatively
- Varies writing style according to need
- Passion for research
- Highly organized
- Detail oriented
- Financial acumen
- Completed grant writing course or previous grant writing experience
- Ability to effectively and efficiently communicate with co-workers
- Proficiency in Windows based computer programs
- Ability to work in a team atmosphere and manage a flexible schedule

**Educational Requirements**

- Bachelor's degree in Marketing, Communications, English, Nonprofit Management, Social Work, or related field. Previous grant writing experience and/or course work preferred.

**Equal Employment Opportunity**

It is the policy of Feeding America West Michigan Food Bank to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex or disability and to promote the full realization of that policy. FAWM will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.

**Employee Acknowledgement**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Grant Writer** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that this job description does not create a contract of employment and Feeding America West Michigan can modify any or all the terms and conditions listed in this job description at any time. I acknowledge that my employment is at-will and that my employment can be terminated with or without notice.

**Mission Statement**

We gather and distribute food to relieve hunger and increase food security throughout West Michigan and the Upper Peninsula.