

As a food bank, Feeding America West Michigan gathers and distributes food to relieve hunger and increase food security in West Michigan and the Upper Peninsula. This work aims to foster a community in which all neighbors are nourished and empowered within an equitable food system. By becoming a food banker, you can help make this vision a reality!

Job opening: Grant Writer

Location: Grand Rapids

Requirements:

PROFESSIONAL REQUIREMENTS

- Ability to meet deadlines under pressure
- Grammatical wizardry
- Ability to write clearly and informatively
- Ability to work on a copyediting team and “sacrifice darlings”
- Ability to provide and utilize constructive criticism
- Ability to adjust writing style according to the audience
- Passion for research
- Ability to think critically and ask the right questions
- Financial acumen
- Excel and Google Docs experience; Access experience is a plus
- Ability to communicate with co-workers effectively and efficiently
- Ability to work in a team atmosphere and manage a flexible schedule
- Humility and willingness to learn and try new things
- A desire to make a difference in the community
- Previous grant writing experience preferred but not necessary

EDUCATIONAL REQUIREMENTS

Bachelor’s degree or equivalent experience in Social Science, Communication, English, Marketing, Nonprofit Management, Social Work, or related field. Previous grant writing experience and/or course work preferred but not necessary.

Responsibilities:

GENERAL DESCRIPTION

This position assists the Development and Marketing 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, research, and critical thinking skills are essential. Candidates must be self-motivated, detail-oriented, organized, and experienced in 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 as well as communicate in a compelling and succinct form. This is a hybrid position with working hours Monday – Friday, 9am-5pm. Starting pay is \$18.50/hour plus benefits. This position is an excellent opportunity to learn about and break into the nonprofit field.

ESSENTIAL JOB FUNCTIONS

- Research, identify, develop and respond to public and private grant opportunities
- Prepare and submit letters, proposals, grant applications, and reports in a timely fashion
- Persuasively communicate the organization's mission and programs to potential funders
- Track grants and report deadlines utilizing Microsoft Excel and Access
- Ensure prompt acknowledgement of foundation gifts
- Prioritize projects to move multiple projects in a timely manner, meet deadlines and manage supplemental material required for proposals
- Present grant proposals to potential funders, Food Bank staff, and other relevant parties
- Assist the Foundation Relations Manager
- Special projects as needed

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

Job Type: Full-time

Schedule: Monday-Friday, 9:00-5:00

Pay: \$18.50/hour

Benefits:

- 403b matching
- Company-provided life insurance and short/long term disability
- Paid vacation and holidays
- Access to affordable family health and/or dental insurance plan
- Gym membership reimbursement (up to \$20/month)

How to apply: Apply online by emailing your resume and writing sample to Foundation Relations Manager Jake Sabourin at jacobs@feedwm.org

It is the policy of Feeding America West Michigan to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex, disability, protected genetic information, sexual orientation or any other legally protected category and to promote the full realization of that policy. The food bank will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.