



Grants Coordinator Job Description

Department: Development

Status: Full-time, Non-Exempt, Hourly starting pay \$27.43 DOE

Schedule: Monday – Friday, 40 hours per week, remote 2 days per week, 3 days in office

Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 11 Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program.

***Second Harvest Food Bank requires all new hires to be fully vaccinated for COVID-19.**

This policy complies with all applicable laws. If any questions regarding this policy, please inquire.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security to all members of our community when they need our help.

POSITION DESCRIPTION: The Grants Coordinator is responsible for providing support to the Grants Manager with several aspects of the grants process, enabling us to bring additional revenue into the organization and to fulfill our mission of ending hunger in Orange County. Knowledge of grants process is helpful, but not required. The Grants Coordinator will exemplify a commitment to living out the Food Bank's core values of Integrity & Accountability, People First, Compassion, Purpose Driven and Stewardship.

ESSENTIAL JOB FUNCTIONS:

- Provide support essential to the success of the grants process
- Maintain multiple tracking documents, execute planning and logistical aspects of identified grants, statistics, and reports, including, but not limited to:
 - Update the Grants Committee Meeting Agenda following each meeting, and as necessary during the week
 - Track upcoming grants/reports/research on a very dynamic timeline document
 - Calendar all events critical to Grants Department, including pertinent deadlines for Grant Proposals, Grant Reports, research, meetings, etc.
 - Create, organize, track, and manage master files, both electronic and hard copy
 - Make database updates, including documenting funder notes and touch points
 - Track payment status and coding of awarded grants: including foundation, corporation, and business grants
 - Generate Tax Donation/Special Acknowledgement/Thank You letters in a timely manner



- Update and maintain Marketing Spreadsheet and social media postings
- Create and work with Grants Manager to manage project timelines, including critical due dates
- Work with Marketing Department to ensure publicity/marketing requirements for each grant are fulfilled, including press releases, social media, etc., following SHFB policies, procedures, and verbiage, and using Toolkits when provided by funder
- Work with all departments to collect data and information necessary and maintain photos, stories, and quotes for grant/report use
- Grant administrative duties include:
 - Research prospective funders, processes, and deadlines; preparing information for Grant Manager's strategy sessions, Grants Committee Meetings, and grant proposal submissions
 - Create Working Verbiage documents in Word for all grant applications/LOIs/reports as soon as available on website portals
 - Create informational and promotional flyers, and social media content, and PowerPoint decks using Microsoft PowerPoint, Publisher, etc., if needed
 - Create/update ancillary documents for grant applications/reports insertion
 - Assist Grants Manager with collection of data and information for upcoming grant proposals and reports. Proofread/edit acquired information for Grants Manager's review, prior to submission
 - Assist with grant budgeting and forecasting
 - Run reports using our database, as needed
 - Prepare/write grants/reports for submission, including gathering of data, updated details and grant language
 - Assist with grant timeline management
 - Freshen language for grant templates
 - Engage with skilled-based volunteers who assist in the Development Department, when needed
 - Create copy for emails, thank you, or other needs
 - Administrative and other support for Development/Marketing Departments

QUALIFICATIONS:

- Education
 - Bachelor's Degree or equivalent job experience
- Experience
 - Working knowledge of Microsoft Office and database knowledge desirable; knowledge of donor CRM software desirable - such as Raiser's Edge
 - Self-motivated with the ability to work independently and move projects forward with minimal supervision
 - Ability to handle sensitive and confidential information appropriately and with discretion
 - Excellent written and verbal communication skills
 - Excellent skills with Microsoft 365 and Adobe software, pulling text from pdf formats and inserting into tables, Word documents, Excel spreadsheets
 - Ability to produce a quality product in a fast-paced and deadline-oriented environment
 - Proven analytical and creative problem-solving abilities, along with the skills to manage and track information and data from various sources



- Dedication to promoting the organization's fundraising priorities by developing excellent relationships with donors, key volunteers, Board Members, and the organization's leadership team
- Strong project management skills with the ability to work under pressure, balance competing priorities and consistently meet deadlines, including excellent time management skills
- Ability to make frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure
- Hardworking and goal-oriented
- Language, Mathematical, and Reasoning Skills
 - Above average knowledge of the English language and grammar
 - Above average arithmetic skills
 - Ability to follow written or verbal instructions and apply instructions to future scenarios
 - Ability to develop ideas into a working plan
 - Basic understanding of computer systems and data entry skills
- People Skills
 - Excellent communication skills, both verbal and written, exercising discretion
 - Comfortable interacting with high-level community leaders with tact and composure
 - Demonstrated ability to manage difficult situations, both in person and on the telephone
- Work Habits and Professionalism
 - High attention to detail, efficient, and accurate
 - High level of proofreading skills
 - Must take direction and constructive criticism well
 - Ability to multitask
 - Strong desire to learn and add to basic and evolving information about our programs and operations
 - Strong follow-through and ability to complete projects and tasks in a timely manner
 - Ability to think critically and problem solve, including proactive preparation for tasks
 - Comprehension and maintenance of basic filing systems

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly required to stand, walk, reach, and use hands
- Extended periods of sitting while working on computer
- Occasionally required to stoop, kneel, and crouch
- Indoor office environment/indoor warehouse environment with moderate noise when working at food bank location. Have ability to work remotely from home, as determined by the Food Bank.
- Lifting required for office tasks/event set up (20-25 lbs.)

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

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer