



Grants Associate Position Description

Location: Irvine, CA
Department: Development
Reports To: Grants Manager
Status: Full-time, Hourly, Non-Exempt, \$27.00 - \$28.58/Hour (DOE) (Hybrid Optional)
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15+ 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 and Employee Assistance Program paid for by employer.

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 of Orange County 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 Associate is responsible for providing support to the Grants Manager with several aspects of the grants process. This includes, but is not limited to, research of funding opportunities, assisting with proposals and reports, tracking all steps of the grant application process and funding progress. All work is expected to be completed in conjunction with the organization's core values: Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship.

ESSENTIAL JOB FUNCTIONS:

- Contribute to achieving Development Department revenue goals through Grant Applications, Proposals and Grant Reports.
- **Track and Measure Grant Performance 50%**
 - Maintain multiple tracking documents, cross-checking for alignment and accuracy, execute planning, gather statistics and information, and coordinate logistics for identified grants and reports, including, but not limited to:
 - A.** Daily updates to the Grant Committee Meeting Agenda between meetings (Agenda)
 - B.** Track all upcoming research, grants, and reports in an Excel spreadsheet (Beast)
 - C.** Calendar all events critical to Grants, including pertinent deadlines for Grant Proposals, Grant Reports, research, meetings, etc. (Calendar)
 - D.** Create, organize, track, and manage master files, both electronic and hard copy (Drive)
 - E.** Make database updates, including documenting funder notes and touch points (NXT)
 - F.** Track payment status and coding for all awarded grants
 - G.** Generate Tax Donation, Special Acknowledgement Thank You, and Soft Credit letters within two business days



- H. Work with Marketing Manager and maintain Social Media/Marketing Spreadsheet 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 funders
 - Run reports using our database, as needed
 - Create copy for emails, thank you, or other needs
 - Create other tracking documents as needed
 - Assist Grants Coordinator with tasks as appropriate
- **Prepare Preliminary Grant Applications 35%**
 - Create and work with Grants Manager to manage project timelines and critical due dates
 - Assist with creation of Working Verbiage documents for all grant proposals, applications, LOIs, and reports as soon as available on website portals
 - Maintain and update repository of information, metrics, definitions, and specialized verbiage
 - Create and update ancillary documents for grant applications and reports
 - Proofread and edit acquired information for Grants Manager's review, prior to submission
 - Assist Grants Manager with data and information collection for grant proposals and reports
 - Work with other departments to collect data and information, create collateral, maintain photos, stories, and quotes for grant and report use
 - Work toward writing grant applications, proposals, and reports
 - Prepare and write grants and reports for Grants Manager's review and submission
- **Identify New Grant Opportunities 5%**
 - Research prospective funders, processes, deadlines, and feasibility
 - Prepare information for Grant Manager's strategy sessions, Grant Committee Meetings, and grant proposal submissions
- **Steward and Cultivate Funder Relationships 5%**
 - Collaborate with Development Team members, where there are hybrid relationships, to manage grant opportunities and relationships within their portfolios
- **Leadership and Accountability 5%**
 - Participate in self-growth through professional development
 - Meet organizational deadlines and follow through with activities that impact other departments
- Execute all other reasonable duties as assigned

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 and indoor warehouse environment with moderate noise at food bank location
- Lifting required for event set up (20-25 lbs.)



REQUIREMENTS:

- Bachelor's Degree or 1-2 years equivalent job experience
- Experience with job functions of the position a strong plus
- Valid Driver's License and vehicle insurance to be able to drive throughout Orange County
- Flexibility to work weekends and evenings on occasion for events
- Strong command of the English language, both written and verbal, with attention to detail for editing and proofreading materials and reports

QUALIFICATIONS:

- Abilities
 - Ability to adapt to changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure
 - Ability to manage projects under pressure, balance competing priorities, and meet deadlines
 - Ability to analyze information from many sources and create viable solutions to problems
 - Ability to follow written or verbal instructions
 - Ability to use Microsoft Office applications and donor CRM systems
 - Ability to write and verbalize in the English language
- People Skills Expectations
 - Dedication to developing excellent relationships with colleagues and external constituents
 - Speak confidently and enthusiastically in small and large public settings
 - Comfortable interacting with high-level constituents with tact and composure
- Work Habits and Professionalism Expectations
 - Handle sensitive and confidential information appropriately and with discretion
 - Receive direction and constructive criticism and be coachable
 - Work independently and move projects forward with minimal supervision
 - Follow-through and complete projects and tasks in a timely manner

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.