



**Job Title:** Grants Writer  
**Reports to:** Director of Development  
**Location:** Santa Rosa, CA

**Department:** Development  
**Job Status:** Full-Time, Exempt, 8:00 – 4:30

**POSITION SUMMARY:** The Grant Writer will be part of a dynamic fundraising team that works collaboratively to raise essential funds for the Redwood Empire Food Bank's (REFB) ongoing operations and strategic programs. The position is responsible for developing and writing grant proposals to foundations and other grant-making organizations, and will persuasively communicate the REFB's mission and programs to potential funders. The Grant Writer takes the lead on ensuring the REFB's robust grant program is effective, growing and meeting budget goals. In the current fiscal year, the REFB is on track to submit over 50 proposals.

The Grant Writer will work closely with our development team, including one other full-time Grant Writer, to ensure the grant process is streamlined and effective. The Grant Writer will have a portfolio of grantors that they steward from the start of the application process through reporting, including stewardship.

#### **DUTIES AND RESPONSIBILITIES**

- Successfully craft compelling and persuasive grant proposals.
- Edit additional proposals crafted by other staff.
- Maintain up-to-date knowledge of all programs and projects and continually collaborate with the Programs Department to develop and enhance funding opportunities.
- Work closely with Programs Officer to ensure all grant reports are submitted.
- Steward and engage grantors on a regular basis.
- Track engagement activities in our Donor Perfect Moves Management system.
- Research and seek out new grant opportunities, helping to grow our grant funding stream.
- In partnership with the rest of the grants team ensure that the entire program is on track and best practices are being met.
- Assist team members in creating annual budgets, revenue projections, and creating goals, as well as monitoring the projections on a monthly basis.
- Participate in various grants meetings as needed.
- Assume additional responsibility as assigned:
  - Assist the development team in other capacities as needed.
  - Attend meetings as needed.
  - Update skillset as needed.

#### **QUALIFICATIONS & SKILLS**

##### *Education, Experience and Training:*

- Bachelor's Degree in Business, English, Public Administration, or a related field.
- Minimum of two years of grant writing and grant management experience.
- Minimum of 10 successful grant applications funded.
- Knowledge and understanding of the identification, cultivation, solicitation and stewardship strategies pertaining to grantors and institutional giving.
- Exceptional writing and editing skills, able to craft technical grant proposals and also engaging communication pieces.
- Detail-oriented with excellent oral and written communication skills.

- Self-starter that can set and achieve work goals and deadlines.
- Proficiency in:
  - Microsoft Office Suite
  - Google Applications
  - Donor Databases (Donor Perfect preferred)
  - Adobe Suite
- Ability to effectively and efficiently seek out and find needed information (grant opportunities, statistics, results, etc.) both within the REFB and externally, including experience with grant prospect research.
- Ability to coordinate well with individuals from a variety of backgrounds.
- Strong customer service and willingness to assist others.
- Ability to be innovative and take the initiative to seek out additional funding opportunities.
- Ability to juggle multiple ongoing tasks and projects with attention to detail and accuracy while adhering to deadlines.
- Exercise sound judgment and discretion. Strong ethical character capable of handling confidential and financial information.
- Ability to work independently with minimal supervision.
- Ability to work effectively with other REFB staff, volunteers and funders.

To apply, please send your cover letter, including salary requirements, and resume to [refb.jobs@gmail.com](mailto:refb.jobs@gmail.com)

Incomplete applications will not be accepted. Please, no phone calls regarding this position.