



Job Description

Why We Exist

At the **Food Bank of Northern Nevada**, we believe that **no one should go hungry**—not today, not ever. Hunger isn't just about food; it's about dignity, opportunity, and the power of community. Every meal we provide is a step toward **hope**, a step toward **equity**, and a step toward a future where food insecurity is no longer a reality.

How We Do It

We're not just a food bank—we're a movement. A team of dedicated individuals, **rowing together**, driven by a shared commitment to making a real, measurable impact. Every role here, from warehouse operations to community outreach, is part of a bigger mission—**Feeding the hungry today and solving hunger for tomorrow through community partnership**

What We Offer

This is not the place to chase titles, clock in for a paycheck, or climb a corporate ladder. This is the place for people who **care deeply, work hard, and stand together**—because the work we do is bigger than any one of us. If you're looking to be part of a team that values purpose over prestige and collaboration over competition, we'd love to have you on board. At the **Food Bank of Northern Nevada**, we don't just feed people—we fuel change. Come be a part of something greater; were not just a paycheck!

**** We are a safety- sensitive, drug free work place. *Not all positions at the Food Bank are considered Safety Sensitive, but those that are- are 100% drug free- per federal safety sensitive guidelines.***

Job Purpose:

The Development Associate will support the fund development efforts at the Food Bank of Northern Nevada. Under the direction of the Senior Manager of Institutional Giving, this position is responsible for assisting several aspects of institutional giving strategy and resource development process, enabling us to bring foundation, corporate and government grant and partnership/sponsorship revenue into the organization to fulfill our mission. The Development Associate will assist with grant writing for corporate, foundation and select government grants in partnership with other teams, as needed. This position will assist in researching prospective foundation and institutional funding opportunities to develop and expand a strong grants and funding pipeline. Maintain a calendar of proposal deadlines and maintain records related to proposal documents, grant agreements, and corporate and foundation prospects. The Development Associate will also collaborate with the Development Team in stewarding foundation and corporate donor relationships and engage with other team members across the organization to maintain updated knowledge of the Food Bank's current programs, emerging work, and strategic goals.

Special Conditions or Certifications of Employment:

- Valid Nevada driver's license and proof of insurance.
- Pre-employment Background Check Required



- Pre-employment Drug Screen Required (Marijuana not included)

Benefits:

- Competitive Salary
- Health, Dental, and Vision Insurance
- 403/b Retirement Savings Plan
- 12 Paid Holidays per year (sometimes more)
- Generous PTO Accrual
- STD
- LTD
- Life Insurance
- AD&D
- Paid Education Reimbursement
- Paycheck Advance (On-Demand Pay)
- Training and professional development opportunities
- Friendly and collaborative work environment

Required Education and Experience:

- Bachelor's degree or in lieu of education the equivalent years of relevant work experience.
- Two or more years of demonstrated success in fundraising, grant writing, and non-profit development activities.
- Demonstrated project management experience, including grant tracking, reporting, compliance, and deadline management.

Preferred Skills & Experience:

- Special certifications relevant to position a plus.
- Experience in budget development as it relates to grant writing and reporting.
- Meticulous attention to detail in preparing grant proposals, reports, donor communications, and data tracking.

Essential Duties include but are not limited to:

- Sustain existing grant funding resources and provide support essential to the success of the grant and institutional giving process.
- Maintain multiple tracking documents and assist with executing, planning and logistical aspects of identified grants, statistics, and reports, including, but not limited to:
- Calendar pertinent deadlines for Grant Proposals, Grant Reports, Corporate Gift opportunities, funder meetings, etc.
- Create, organize, track, and manage electronic master files required for grant proposals/awards.
- Make database updates, including documenting funder notes and touchpoints.

- Track payment status and coding of awarded grants, including foundation, corporation, business, and government grants.
- Generate Tax donation/special letters promptly.
- Assist with preparations for clear and compelling letters of inquiry and grant proposal narratives for corporate, foundation, organization, and select government grant applications, LOIs, and progress reports, aligned with each funder's focus areas, mission, specifications, and deadlines.
- Assist in writing and managing a portfolio of grants that is approximately 50% of the total grants FBNN manages annually.
- Strategize with the FBNN Senior Manager of Institutional Giving, Institutional Giving Advisor and management to secure funding for programs and services.
- Work with staff across departments to identify and gather information on projects to be supported through grant or corporate funding, and to evaluate funding opportunities in alignment with the FBNN strategic plan.
- Prepare program reports to funders on a scheduled basis, working with finance, programs, and marketing teams to ensure accurate, timely reporting and maintain accountability to donors.
- Assist the Senior Manager of Institutional Giving in collecting, analyzing, preparing, and maintaining information/data as needed to produce effective grant proposals, program budgets, reports, and other communications with funders.
- Before submission, proofread/edit acquired information, and have all proposals approved by the Senior Manager of Institutional Giving to ensure consistency, accuracy, and quality.
- Coordinate with Senior Manager of Institutional Giving to help with projections for annual revenue from foundation and corporate giving sources.
- Maintain an up-to-date catalog of standard grant materials (audited financials, organization and program budgets, board lists, etc.), information, and statistics related to FBNN programs, services, projects, and community collaborations.
- Assist with researching corporate and foundation prospects, processes, and deadlines; prepare information for the Senior Manager of Institutional Giving's strategy sessions, Institutional Giving Team Meetings, and proposal submissions.
- Review and reconcile gift transaction reports to ensure accurate coding and tracking of institutional contributions.
- Assist with the preparation and customization of donor impact reports and stewardship communications.
- Prepare donor acknowledgement letters and related correspondence for corporate and institutional gifts.
- Engage with skilled-based volunteers who assist the Development Department when needed.
- Provide administrative and other support for Development/Marketing Departments.

Other Duties:

- Execute all other reasonable duties the Senior Manager of Institutional Giving and Development Department assign.
- Work in partnership with the Development Department with other funder/donor-related activities, events, and communications as needed.



- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supervisory Responsibility

This position has no supervisory responsibilities.

Travel:

Minimal travel is required. Travel will primarily be for meetings, training, conferences, and program site visits.

Position Type/Expected Hours of Work:

This is a full-time Exempt position. Normal workdays and hours are Monday through Friday, 8 am-4:30 pm. Days and hours may vary from the normal schedule when the program schedule adjusts, or other special events arise.

Physical Demands/Work Environment:

- The physical demands described here represent those that must be met by an employee to perform the essential functions of this job.
- While performing the duties of this job, the employee regularly works in an office setting.
- Employee may occasionally work in the field and may be subject to differing weather conditions.
- Employee utilizes a computer for a significant portion of the day.
- The employee must regularly use hands and fingers to handle, feel, or operate computers, objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to stand, talk, and hear.
- Ability to lift and carry 50 lbs.
- Ability to stand sit for extended periods of time.
- Ability and patience to sit for long periods of time.

EEO Statement:

The Food Bank of Northern Nevada provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

In addition to federal law requirements, The Food Bank of Northern Nevada complies with applicable state and local laws governing nondiscrimination in employment in every location where the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.