



## IMMEDIATE PART-TIME OPENING

**Job Title:** Grant Writer – Part-time

**Location:** Central Pennsylvania Food Bank – Harrisburg, PA

**Reporting Relationship:** Director of Development

**Position Summary:** The purpose of the Grant Writer position is to identify, define, and develop funding services to support existing and planned program activities through the development, writing, and submission of grant proposals. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities. Further, special and one-time projects are conducted based on need of the organization or as directed.

### **Job Accountabilities:**

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to local, state, and federal entities and corporate and foundation sources.
- Perform prospect research to identify, cultivate and solicit corporations and foundations to evaluate funding opportunities for grants.
- In coordination with the Director of Development, develop an annual grants strategy.
- Ability to work collaboratively with internal Central Pennsylvania Food Bank (CPF) staff to gather information necessary to satisfy grant requirements and report to funders on current grant programs.
- Leverage internal data and systems to generate data and statistics for applications.
- Comply with all grant reporting as required by grant funders.
- Provide stewardship to current donors, to provide regular written updates to funders.
- Understand institutional history and programs.
- Make appointments for Director of Development and other Development staff with foundation officers and other prospects, and arrange for onsite tours for supporters (foundation officers, foundation trustees, etc.).
- Maintain current records in donor database and in paper files, including grant tracking and reporting.
- Develop and maintain a grant proposal and reporting calendar. Ensure that all deadlines are met.
- Work with Director of Development to provide grant information for all written institutional materials (including Annual Report, annual highlights, etc.) as well as online platforms.
- Remain current on grant writing initiatives and best practices through independent study, participation in seminars, workshops and courses.
- Assist with other fundraising projects, as requested.

### **Other Duties:**

- 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.

**Education and Experience:**

Education: Bachelor's degree in related discipline preferred or equivalent years of experience.

Experience:

- Minimum of two years' professional experience with grant writing, grant management and research.
- Previous experience with non-profit fundraising and program development.
- Experience with proposal writing and institutional donors.
- Experience working in deadline-driven environments.
- Proven track record of success in securing grant funding and developing partnerships with grant funders a plus.

**Knowledge, Skills and Abilities:**

- Must be able to take a grant from start to finish (i.e., exceptional research, analytical, writing, editing and proofreading skills.)
- Ability to write clear, structured, articulate, and persuasive proposals.
- Knowledge of Neighborhood Assistance Program (NAP) Tax Credits administered by the Department of Community & Economic Development (DCEC).
- Knowledge of and experience with donor data management systems and generating ongoing reports; experience with Raiser's Edge also a plus.
- Strong project management and research skills, with the ability to prioritize and get things done on schedule.
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment.
- Flexibility and ability to prioritize, manage multiple tasks produce accurate work and meeting tight deadlines.
- Exceptional written and verbal communication skills.
- Attention to detail.
- Ability to access internal data and structure analysis and reports.
- Knowledge of fundraising information sources.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Ability to work positively and productively in a team environment
- Able to monitor and meet income goals.
- Ability to operate standard office equipment (machines, tools, and devices) used in performing only the essential function include computer and related equipment, typewriter, calculator, photocopier, fax machine, and telephone.

**Supervisory Responsibilities:** None

**Physical Requirements or Licenses:**

- Ability to travel that may include consecutive overnight stays, and traveling by car, bus, and airplane.
- Conditions may include working closely with others, working alone, and working protracted or irregular hours.
- Must be able to occasionally lift or move up to 25 pounds.
- The work environment is typically quiet.

Applicants must submit writing sample, cover letter, resume and salary requirements by August 16, 2019 to Central Pennsylvania Food Bank, Department of Human Resources, 3908 Corey Road, Harrisburg, PA 17109 or email [hrdepartment@centralpafoodbank.org](mailto:hrdepartment@centralpafoodbank.org).