



The Central Pennsylvania Food Bank (CPFB) is a nonprofit organization committed to reducing hunger in 27 counties across central Pennsylvania. By working with more than 1,000 local agencies and programs, we serve more than 200,000 people in need each month through our two Healthy Food Hubs, located in Harrisburg and Williamsport.

**Our Mission Statement: fighting hunger, improving lives, strengthening communities**

We are looking for a full-time Grant Coordinator to work in our Harrisburg or Williamsport, PA location. This position will identify and develop funding sources to support existing and planned program activities through prospect research, cross-departmental collaboration, and submission of grant proposals. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities. The responsibilities of the position include:

- Conduct a full range of activities required to prepare, submit, and manage grant proposals to local, state, and federal entities and corporate and foundation sources.
- Expand grant team portfolio by conducting prospect research to identify, cultivate, and solicit corporations and foundations.
- In coordination with the Foundation Partnerships and Grants Manager, develop an annual grants strategy.
- Work collaboratively with internal CPFB staff to craft proposals that align with CPFB's programmatic and strategic direction. Gather information necessary to satisfy grant requirements and report to funders on current grant programs.
- Develop and maintain a grant proposal and reporting calendar. Ensure that all application and reporting deadlines are met.
- Provide stewardship and regular updates to funders.
- Understand institutional history and programs.
- Make appointments for Foundation Partnerships and Grants Manager 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.
- Work with Communications team to ensure grant funders are publicly recognized as appropriate.
- Work with Foundation Partnerships and Grants Manager 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.

Successful candidates should possess a Bachelor's degree in related discipline or equivalent years of experience. Additional requirements are as follows:

- 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 write and manage 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) a plus.
- 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.
- Strong interpersonal skills and ability to work collaboratively, positively, and productively in a team environment.
- Flexibility and ability to prioritize, manage multiple tasks, produce accurate work, and meet tight deadlines.
- Exceptional written and verbal communication skills.
- Attention to detail.
- Knowledge of fundraising information sources.
- Knowledge of basic fundraising techniques and relationship building strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Able to monitor and meet income goals.
- High proficiency in all areas of Microsoft Office including Outlook, Word, Excel, PowerPoint, and Teams.
- Ability to operate standard office equipment (machines, tools, and devices) including computer and related equipment, calculator, photocopier, and telephone.

**Physical Requirements or Licenses:**

- Position currently fully remote with opportunity to work from the office in the future.
- A valid driver's license with history of a good driving record.
- 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.

We offer a diverse and fulfilling work environment where you will be part of a team! We also offer a competitive salary and an outstanding benefits package.

Please send a letter of interest, resume, writing sample, 3 professional references and salary requirements by December 18, 2020 to Central Pennsylvania Food Bank, Department of Human Resources, 3908 Corey Road, Harrisburg, PA 17109 or email [hrdepartment@centralpafoodbank.org](mailto:hrdepartment@centralpafoodbank.org).

Visit [www.centralpafoodbank.org](http://www.centralpafoodbank.org) for more information on our organization.