Grants Administrator

Department: Philanthropy
Reports To: Chief Philanthropy Officer
Status: FT, Flex, Non-Exempt
Pay Range: $28.00 to $32.00 per hour

Job Summary

The Grants Administrator is responsible for searching out, researching, persuasively writing and coordinating the grant application process, including managing reporting for new and ongoing grants in support of the mission of the organization. The Grants Administrator works closely with the Chief Philanthropy Officer in personally managing relationships including the solicitation process for select grant prospects.

Additionally, this position will be responsible for stewarding the lapsed donor portfolio. This function will include monitoring the organizational lapsed donor portfolio, strategizing with the Chief Philanthropy Officer on tactics to re-engage these donors and implementing best practice donor stewardship with said donors. This position will be responsible for raising a minimum of $550,000 per fiscal year.

Essential Responsibilities

Grant Administration

- Performs independent research to identify prospective grants.
- Provides specialized grant writing services and pre-award activities for securing funding through federal, state, local, and private funding sources for the food bank.
- Provides on-going stewardship to foundations and grant funders to include scheduling site visit tours, regular stewardship updates via emails and telephone calls.
- Considers and evaluates all requests from staff for projects and programs requiring funding.
- Assists in the evaluation of all funded projects on a regularly scheduled basis.
- Work is performed with minimal supervision. Requires frequent coordination with others at all organizational levels within and outside Community Food Share.
- Collaborates with the Chief Philanthropy Officer and the Chief Executive Officer to identify relevant grants or other funding sources and develop grant proposals and budgets designed to support Community Food Share goals and objectives.
- Consults with Human Resources to determine personnel costs and benefits associated with specific grant implementation.
- Coordinates with Finance department to determine costs for proposals and assists in post-award activities.
- Obtains necessary approvals prior to and during the grant writing process.
- Ensures critical deadlines for grants submission and reporting are met.
- Prepares reports, maintains files of submitted grants and provides periodic status reports to Chief Philanthropy Officer and Chief Executive Officer.
- Provides assistance to the departmental director/manager and staff of awarded grants by coordinating changes, such as budget revisions and amendments, and filing changes with funding agencies in a timely manner.
Lapsed Donor Engagement

- Maintains a portfolio of lapsed/lapsing individual donors with the goal of re-engaging them through strategic measures proven to be successful.
- Meets with the Chief Philanthropy Office and Gift Officer to conduct segmented campaigns for specific donor groups.
- Prepares information and data requested for administrative review.

Travel

- Travel locally in-service area may be required, as well as occasional overnight travel for events and conferences.

The above is a fair representation of the duties and responsibilities for this position but is not meant to be all inclusive. Other duties may from time to time be assigned at the discretion of the Chief Philanthropy Officer.

Qualifications & Skills

Alignment with Community Food Share’s mission and a compassionate appreciation for hunger issues are essential to the successful performance of all responsibilities. The requirements listed below are representative of the knowledge, skills, and/or abilities required to successfully perform the essential functions of this job:

Education and Experience

- A minimum of 4 years of experience in research and grant writing; nonprofit experience a plus.
- Bachelor’s Degree required.
- Demonstrated ability to write successful grant proposals.
- Knowledge of Colorado foundations, particularly Denver, Boulder, and Broomfield area foundations and corporations.
- Possesses a flair for research work involving internet and all other search methodologies.
- Detail-oriented, organized, deadline-driven.
- Clear, precise and compelling writing skills.
- Able to effectively communicate.
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced Environment.
- High proficiency in all areas of Microsoft Office to include Outlook, Blackbaud NXT, Word, Excel, PowerPoint and Adobe Acrobat Reader Pro.
- Must possess a valid Colorado driver’s license and maintain a good driving record and acceptable MVR.

Skills and Abilities

- Cogent public speaking skills.
- Ability to communicate effectively and professionally with constituents/stakeholders, donors, volunteers and staff.
- Highly defined organizational and time management skills.
- Managing multiple priorities under aggressive deadlines.
- Analyzing and interpreting complex data.

Knowledge

- Knowledge of Microsoft Office Suite, including Outlook, Excel, Word, Blackbaud NXT and PowerPoint.
- Read, write and speak English fluently.

Behaviors

- Personable.
- Flexible and adaptable.
• Attentive to detail.
• Commitment to and passionate about the organization’s mission and vision; persuasive communicator.
• Delivers a message without agenda.
• Uses good judgment and discretion.
• Possesses strong ethical character.
• Works cooperatively and effectively with other Community Food Share staff and volunteers in a collaborative environment.
• Self-reliant, good problem solver, results oriented.
• Provides excellent customer service to internal and external stakeholders.
• Gives and receives feedback in a respectful and productive way.
• Represents Community Food Share in a professional manner at all times under a variety of conditions.
• Works independently with minimal supervision.
• Seeks additional personal development.

Interpersonal Skills

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving organizational objectives, causing action, understanding others, or changing behavior. Skills of persuasiveness, influence or assertiveness, as well as sensitivity to the point of view of others, as well as generational, gender and cultural competency and awareness are requisite to success in this position.

Health Related Event Protocol

The Health-Related Event Protocol is in effect anytime required by federal, state or local health orders, or as required by the organization for public safety.

Remote Work Eligibility: This position is classified as eligible for a hybrid remote work schedule. Hybrid is defined as being at the discretion of the supervisor and dependent upon the needs of the organization and the job responsibilities, as well as any public health orders which may be in effect at the time. Hybrid workers may be required to flex their schedules to work several days in the facility and must be able to be in the facility within 48 hours of being notified to appear. Hybrid workers must be domiciled in the state of Colorado. Hybrid workers are assigned private offices or cubicles onsite as they may be required to work frequently in the facility. Community Food Share will provide IT equipment for work performed in the facility; a laptop may or may not be available for remote work. Hybrid workers will be required to have access to a stable, secure internet connection. (TEAM ORANGE HYBRID)

Physical Demands

This position is a 90% office/administrative and 10% warehouse or offsite position. While performing the duties of this job, the employee is regularly required to sit and/or stand for long periods. Employee is frequently required to reach with hands and arms. Employee may be required to bend, kneel, crouch, crawl, push, pull, stoop, climb stairs and ladders, balance, walk for extended periods of time; use hands to finger, grasp, handle, or feel; reach with hands and arms above the shoulder; be able to talk; and hear with or without aid. The employee may occasionally lift, leverage, and/or move up to 50 pounds repetitively. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, color vision, distance vision and ability to adjust focus.

The physical demands described here are representative of those to be met by an employee to successfully perform the essential functions of this job.

Work Environment

Community Food Share operates in a working warehouse environment. 90% of this time this position will be in an office environment; 10% may be spent in the warehouse or our in the community. While performing the duties of this job, the employee may be exposed to wet and/or humid conditions and moving equipment. The employee may be exposed to high, precarious places; outside weather conditions; and extreme cold in the
walk-ins. The noise level in the work environment is usually moderate but may be loud with machinery and equipment in operation.

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodation may be made to enable qualified individuals to perform the essential functions of this position.

Who We Are

At Community Food Share, we're more than a food bank — we're a neighbor and a friend who’s been part of the fabric of Boulder and Broomfield Counties for decades.

By being on the front lines, we identify where our efforts are needed most. It’s a complex effort, and we know we can’t do it alone. That’s why we not only provide food directly to families, seniors, students, and others, we’re also a hub — delivering millions of pounds of food a year to local partners to reach people in their communities. Because when we work together, we give even more people access to the fresh, nutritious food they deserve.

Our work goes beyond distributing food (though that’s a big part of it). We know accepting help can be a humbling experience, so in our pantries we nurture a supportive environment that’s free of judgment and absent of shame. The result? An experience that gives people their dignity back — because when you have access to food, you open the door to more of life’s possibilities.

Our mission takes a lot of hard work, a ton of collaboration, and a dynamic group of fearless people and organizations to make it all happen. Come join our team, because together, we can end hunger in our neighborhood for good.

Community Food Share offers a rich suite of benefits for its full-time employees, including,

- 20 paid vacation days per year with annual rollover
- 10 paid Holidays
- 10 paid sick days per year
- 1 personal day per year
- 95% company paid health insurance
- 100% company paid dental insurance
- 100% company paid life and short-term disability insurance
- Voluntary vision insurance
- Matched SIMPLE IRA vested at 100% from day 1
- Colorado FAMLI leave

Did we mention we have a great culture?

To apply for this position please submit a resume and cover letter to careers@communityfoodshare.org