



Grants Coordinator

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers 15 diverse programs and services at two facilities in Sacramento. A staff of more than 80 and several thousand volunteers accomplish SFBFS' mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Grants Coordinator under the direction of the Director of Development is responsible for overseeing aspects of grant funding, planning and organizing grant-funded programs for the organization. This position will coordinate the pre-award planning, organization, preparation and the post-award administration of various grants assigned to SFBFS. Under guidance of the Director of Development, s/he will maintain donor relations between SFBFS and funders and will collaborate with key staff to ensure that grants are in compliance with regulatory, funding agency and policy requirements, will provide guidance and support to various stakeholders in the identification and development of grant opportunities.

The Grants Coordinator is responsible for the following tasks (inclusive of and not limited to):

- Assist Director of Development with building and maintaining relationships among SFBFS constituent groups and maintain an in-depth understanding of the organization including mission, vision, values, history, programs and services and plans for the future
- Collaborate with SFBFS staff to gain in-depth understanding of ongoing program/project needs, goals, objectives and outcomes
- Assist SFBFS staff with proposal/project budget development and program planning, including outcomes, evaluation and measurement
- Identify potential funding opportunities to support program and operating needs. Conduct research on local, regional and national foundations including private and government funding sources
- Prepare and submit timely proposals that accurately and ethically represent SFBFS programs, services, needs and goals. Adhere to deadlines and other funder criteria for submission
- Manage compliance requirements and timelines for funded proposals. Prepare and submit timely reports to funders that accurately reflect the work completed by SFBFS and maintain master grant calendar; maintain files on all proposals, awards and funders, including applications, correspondence, reports and coordinate grantee reporting and compliance
- Other duties as assigned

SKILLS REQUIRED

- 2-3 years prior experience in grant writing, program development, or equivalent work experience
- Expertise in essay or journalistic writing, English grammar and punctuation with demonstrated proof reading and editing experience
- Experience managing large volume of grant proposals
- Basic understanding of finance, budgeting and program planning and evaluation
- Experience in collecting and analyzing data and program outcomes, and reporting results

POSITION DETAILS

- Full time, non-exempt position; Monday through Friday with occasional weekends and holidays
- Comprehensive benefits

Applicants must e-mail resume, cover letter and [SFBFS employment application](#) (which includes three professional references) to employment@sacramentofoodbank.org for consideration. No phone calls please.