



## **Grants Manager**

Imagine a place where your talent can make a meaningful difference in West Virginians' lives. Working at Mountaineer Food Bank is a uniquely rewarding experience in which our employees work together as vital parts of a much larger mission: to end hunger in West Virginia. We are mission-focused and known for our core values of *trust, honesty, respect, compassion, teamwork, integrity, and kindness.*

We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry through a network of feeding programs and engage the state in the fight to end hunger.

### **What you'll do**

We need a highly motivated individual that will be responsible for preparing, submitting, and coordinating grant proposals/reports that support the revenue goals of MFB. They serve as the lead content writer for reporting and a liaison between corporate, private and government funders and the MFB team.

### **Here are examples of what you'll be doing everyday:**

- Maintain multiple tracking documents, execute planning and logistical aspects of identified grants, statistics, and reports
- Create and work with Grants staff to manage project timelines, including critical due dates
- Work with all departments to collect data and information necessary and maintain photos, stories, and quotes for grant/report use

### **And then there's you...**

- **Wise:** You are emotionally intelligent and know how to communicate and work well with others. You understand how your words and actions affect the people around you.



MEMBER OF  
**FEEDING  
AMERICA**

- **Humble:** You are self-confident but not arrogant and are quick to share credit and praise others freely. You are willing to help the team get the job finished right.
- **Motivated:** You are intrinsically motivated, diligent, and push yourself to do your best work. You are always looking for ways to grow and improve.

Of course...

We are an equal opportunity employer, and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

The salary range is \$45,000-\$65,000 based on experience plus a generous benefit package including 100% employer paid health, vision, dental, and life insurance for the employee. This position also includes 11 paid holidays, generous paid time off, and a 401k option. We also believe in supporting each other and investing in our team's well-being and growth through providing in-house opportunities for professional and personal development.

**This position is hybrid requiring 50% travel. This position will require regular meetings at our Gassaway, Sutton and Weston locations.**

If you see yourself fitting in this role, we would love to hear from you! Please send your resume, references, and cover letter to [bgeorge@mountaineerfoodbank.org](mailto:bgeorge@mountaineerfoodbank.org) by 2/23/2024.



### Job Description

<b>Job Description Title:</b>	Grants Manager	<b>Primary Supervisor(s):</b>	CDO
<b>Location:</b>	Hybrid	<b>Travel Required:</b>	50%
<b>FLSA Classification:</b>	Exempt	<b>Position Status (FT, PT, etc.) :</b>	FT
<b>General Workday/Week:</b>	Monday-Friday (38-45 hours per week) Schedule set by Supervisor	<b>Physical Demands:</b>	Light/Sed
<b>Required Education and Experience:</b>	Bachelor's degree or 1-2 years project management exp., strong computer skills preferred	<b>Performance Expectations:</b>	Set by Supervisor-Annually

**PHYSICAL / ENVIRONMENTAL DEMANDS:** *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Using hands to finger, handle or feel			X	
Reaching with hands and arms			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing				X
Tasting or smelling	X			
Driving			X	

This position is described as **light/sedentary physical activity** performing non-strenuous daily activities of an administrative nature. This position requires lifting or carrying items less than 10% of the time. Frequency of weight lifted is as follows: up to 20 lbs. under one-third of the time. This position requires both close and color vision as well as manual dexterity sufficient to work with the fingers. This position requires the need to frequently attend meetings before and after work hours. The work environment is well lit, heated/air-conditioned indoor office setting with adequate ventilation. The noise level is moderate, as typical of a business office setting with computers, printers, light traffic, and phone conversations.

**Equipment Used:** Computer/laptop, telephone, copier, fax, scanner, printer, and related communications systems.



**Our Vision- We believe in a West Virginia where no one goes to bed hungry...today or tomorrow.**

### **Position Summary**

The Grants Manager is a member of the Development team and is responsible for preparing, submitting, and coordinating grant proposals/reports that support the revenue goals of MFB. They serve as a lead content writer for reporting and a liaison between corporate, private and government funders.

### **Attributes & Values**

This position requires an individual that is passionate, focused and shows creativity around the Food Bank vision, mission, and values.

- **Motivated-** intrinsically motivated, diligent and push yourself to do your best work. Always looking for new ways to grow and improve.
- **Humble-** self-confident but not arrogant and quick to share credit and praise others freely. Willing to help the team get the job finished right.
- **Wise-** Emotionally intelligent and know how to communicate with and work well with others. Understand how your words and actions affect the people around you.

**Mountaineer Food Bank uses the Working Genius model ([www.workinggenius.com](http://www.workinggenius.com)) to assess and identify attributes for each position based off the WIDGET model.**

### **Essential Duties and Responsibilities**

- Provide support essential to the success of the grants process
- Maintain multiple tracking documents, execute planning and logistical aspects of identified grants, statistics, and reports, including, but not limited to:
  - o Update the Grants Meeting Agenda following each meeting, and as necessary during the week
  - o Track upcoming grants/reports/research on a very dynamic timeline document
  - o Calendar all events critical to grants, including pertinent deadlines for Grant Proposals, Grant Reports, research, meetings, etc.
  - o Create, organize, track, and manage master files, both electronic and hard copy
  - o Make database updates, including documenting funder notes and touch points

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- Track payment status and coding of awarded grants: including foundation, corporation, and business grants
- Generate Tax Donation/Special Acknowledgement/Thank You letters in a timely manner
- Create and work with Grants staff to manage project timelines, including critical due dates
- Work with Marketing/Communications to ensure publicity/marketing requirements for each grant are fulfilled, including press releases, social media, etc., following MFB policies, procedures, and verbiage, and using Toolkits when provided by funder
- Work with all departments to collect data and information necessary and maintain photos, stories, and quotes for grant/report use
- Grant administrative duties include:
  - Research prospective funders, processes, and deadlines; preparing information for grant strategy sessions, Grants Meetings, and grant proposal submissions
  - Create Working Verbiage documents in Word for all grant applications/LOIs/reports as soon as available on website portals
  - Create informational and promotional flyers, and social media content, and PowerPoint decks using Microsoft PowerPoint, Publisher, etc., if needed
  - Create/update ancillary documents for grant applications/reports insertion
  - Assist with collection of data and information for upcoming grant proposals and reports. Proofread/edit acquired information for review, prior to submission
  - Assist with grant budgeting and forecasting
  - Run reports using our database, as needed
  - Prepare/write grants/reports for submission, including gathering of data, updated details and grant language
  - Assist with grant timeline management
  - Freshen language for grant templates
  - Engage with skilled-based volunteers who assist in the Development Department, when needed
  - Create copy for emails, thank you, or other needs
  - Administrative and other support for Development/Marketing Departments
- Other
  - Other duties as assigned by Supervisor

**EXPERIENCE:**

A minimum of two years project management experience with the ability to provide relevant examples of experience.



**SKILLS:**

- Superior Microsoft 365 Skills, including Word, Excel, PowerPoint, OneNote, Outlook, Teams, and Planner (or a willingness and aptitude for learning)
- Superior relationship building and project management skills to strategize and carry out effective plans.
- Strong writing and oral communication skills.
- Strong editing skills.
- Strong personnel management techniques, adaptability, and experience in related field.
- Ability to keep records and well-organized
- Excellent communication skills to professionally represent the Mountaineer Food Bank.

**Physical, Mental, and Environmental Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in an office setting either remotely or at MFB with frequent travel to other locations in MFB's footprint.
- Sit, stand, walk, bend, kneel, and use hands, arms, and legs for dexterity, balance and climbing stairs.
- Must be able to sit for prolonged periods of time.
- Occasionally required to operate office equipment and machines and recognize safety hazards in the workplace.
- Must be able to lift, carry, and balance objects weighing up to twenty-five pounds.
- Must be able to hear, see, read, and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.
- Demonstrate a professional demeanor in interactions with all MFB staff, agencies, donors, government officials and the public.
  - Keep informed and consistently practice the policies and procedures of MFB regarding compliance.
  - Possess knowledge of MFB and all programs.

Mountaineer Food Bank is an equal opportunity employer.

2024/JCM