



Grant Coordinator

JOB DESCRIPTION

POSITION: Grant Coordinator
DEPARTMENT: Development
REPORTS TO: Director of Development
HOURS: Part-Time (**Hybrid office/remote**)

HOURLY RANGE: \$20-\$25 per hour

***Please include a cover letter of interest detailing notable grant writing/research, monitoring, proposals, and planning and how the experience will benefit the MCFB.**

Resumes with letters of interest with should be emailed to the Sr. Human Resources Administrator - HR@mcfoodbank.org

POSITION SUMMARY:

Montgomery County Food Bank seeks a professional Development Coordinator to serve as a member of the Development Department, working directly with the Director of Development, to advance the organization's mission through a role focused on grant seeking, writing, and reporting.

DUTIES AND RESPONSIBILITIES

- Research various types of grants available and the criteria to qualify for each.
- Provide research reports on grant opportunities to Director of Development for review and feasibility determination.
- Draft coherent, organized, and compelling grant proposals according to application requirements.
- Ensure grants are submitted on time and include all necessary documentation.
- Monitor tracking data and complete grant reports for secured funding sources.
- Manage annual calendar of grant application and reporting cycles.
- Maintain master files on grants and paperwork connected to programs funded by grants.

- Participate in strategy meetings with Director of Development and Marketing/Communications Manager to maintain consistent tone throughout publicly presented materials.
- Collaborate with various departments (Finance, Programs, and Operations) to develop grant-specific budgets based on current costs.
- Assist with special projects and other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in-group problem solving situations; uses reason even when dealing with emotional topics.

Dealing with Ambiguity – Effective in coping with change, can shift gears easily, flexible, can act without having all the information, can comfortably handle risk.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Managing Customer Focus - Promotes customer focus; establishes customer service standards; provides training in customer service delivery; monitors customer satisfaction; develops new approaches to meeting customer needs.

Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

KNOWLEDGE AND SKILLS REQUIRED:

- Excellent verbal and written communication skills. Writing samples will be required with the application.
- Understanding of effective grant writing techniques and Familiarity with Requests for Proposal (RFP) and Letters of Intent (LOI).

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PT Grant Coordinator
Montgomery County Food Bank
March 2024

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- Knowledge of the application of basic accounting principles such as preparing budgets and monitoring program costs.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Highly organized and detail oriented.
- Ability to maintain confidentiality while working with sensitive donor information.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS:

- Advanced Proficiency in Office 365 – Word, Excel, PowerPoint, Outlook

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree
- Minimum of one year of experience in grant seeking and/or grant writing.
- Two years of development experience preferred.
- Non-Profit or Governmental experience preferred.

TRAVEL REQUIREMENTS

Travel: Yes, up to 15% of the time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Part-time position
- 1-2 days required in-office, with option for 1-2 days remote. Schedule to be approved by Director.
- Duties are performed indoors, in an office environment.
- Interaction is required with other personnel, clients, and other external parties.

Physical Demands:

- Most functions are performed while seating at a desk or standing up
- Individual shall require standing for longer periods
- On a regular day individual might be required to lift up to 30 lbs. of weight (i.e. document files, copy paper, food boxes etc.)

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

DISCLAIMER:

Montgomery County Food Bank is an Equal Opportunity Employer and employment “at will” organization. This job description does not imply or constitute an offer of employment.