GRANTS SPECIALIST
Job Description

POSITION: Grants Specialist
DEPARTMENT: Development
REPORTS TO: Director of Development
HOURS: Part-Time (In office)

Resumes with letters of interest with should be emailed to HR@mcfoodbank.org

POSITION SUMMARY:
Montgomery County Food Bank seeks a part-time professional Grants Specialist to serve as a member of the Development team, supporting the grants program and donor relations, to advance the organization's mission throughout the greater Montgomery County Area. The position prepares grant proposals and reports under the direction of the Director of Development.

DUTIES AND RESPONSIBILITIES

Grants
- Prepare and submit grant proposals and letters of inquiry to funders approved by the Director of Development, including narratives, proposal budgets, and budget narratives that follow each funder's guidelines. Proposals are submitted only with the Director of Development's approval.
- Assemble complete submission packages, including attachments, board lists, financial statements, and required certifications, using documents supplied by Finance and other departments.
- Maintain a master grant calendar showing deadlines, submission status, decision dates, and reporting due dates, updated at least monthly.
- Maintain a current boilerplate library of organizational history, program descriptions, service statistics, and outcome language.
- Research qualified funders aligned with MCFB's mission and service area and prepare quarterly prospect reports listing each funder's priorities, typical award range, deadlines, and a recommended approach. The Director of Development decides which prospects to pursue.
- For approved prospects, make initial funder inquiries and take part in funder calls and site visits; support meetings involving the Director of Development, President and CEO, and/or board members.
- Record funder contacts and grant activity in the donor database.

- Prepare and submit grant reports, including narrative outcomes and expenditure summaries, using verified program and financial data. Reports are reviewed and approved by the Director of Development before submission.
- For each new award, prepare an award summary of terms, restrictions, and reporting requirements, and share requirements that affect program delivery with program staff.
- Maintain a current schedule of restricted awards and review expenditure detail from Finance against award terms before it is included in grant reports.
- Meet with Programs, Operations, and other staff as needed to gather information for proposals and reports; attend weekly Development team meetings and a weekly update meeting with the Director of Development.

Other

- Assist in maintaining fundraising and donor financial data including internal spreadsheets to include development committee and board reports.
- Manage and enter all pertinent donor prospecting information into central database, ensuring complete and accurate profiles including solicitations, results, evaluations, rating recommendations, prospect interest and demographic changes.
- Communicate and coordinate with other MCFB personnel regarding donations and reporting.
- Maintain effective workflow related to donations, reporting, and database management.
- Assist in managing special events.
- Ensure all efforts communicate consistent messaging to pre-defined audiences and are appropriately timed.
- Participate in development of annual reports, annual campaign materials, case statements and other collateral materials.
- Participate in 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.

Emotional Intelligence – High level of this for the role with respect to empathizing and understanding the emotions and decision making of your audience.

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
- Grant writing and editing skills, including proposal budgets and budget narratives
- Strong attention to detail and ability to manage multiple deadlines
- Project management or account management skills
- Ability to manage multiple projects simultaneously.
- Strong leadership skills
- Strong relationship building skills.
- Proficient Office 365 – Word, Excel, PowerPoint, Outlook
- Donor software programs, Blackbaud – Raisers Edge preferred
- Ability to utilize artificial intelligence tools, such as Claude, ChatGPT, etc.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree
- Two years of development experience preferred.
- Two years of grant writing or grants management experience
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TRAVEL REQUIREMENTS

Travel: Yes, up to 20% of the time in Montgomery County.

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.

- Full-time, in-person position
- Duties are performed indoors, in an office environment.
- Interaction is required with other personnel, clients and other external parties.

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most functions are performed while seating at a desk or standing up
- Individual may be required to stand for longer periods of time
- 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.