



## Job Description

<b>Job Title:</b>	<b>Fund Development and Grant Coordinator</b>
<b>Classification:</b>	Full-time, Non-Exempt
<b>Department:</b>	Development
<b>Reports to:</b>	Chief Development Officer

### Job Summary

The Fund Development and Grant Coordinator is responsible for implementing MFBN's fund development plan, targeting financial goals to support the fiscal year operating budget with a special emphasis on growing and cultivating new foundation and corporate support. The Coordinator will work closely with the Chief Development Officer and Major Gifts Specialist coordinating relationship development with entry to mid-level donors and cultivating grant opportunities as their primary responsibility.

### Duties and Responsibilities

#### Grant Writing (50%)

- Assist in identifying and coordinating grant prospects both externally and through Feeding America.
- Write grant applications, letters of inquiry, and interim and final grant reports.
- Coordinate with appropriate departments for preparation and submission of funding proposals.
- Ensure that grants management database is current and accurate, providing status reports to staff and board as requested.

#### Annual Giving (50%)

- Work collaboratively with the CEO, staff, board and Development Team to plan and execute annual giving programs that includes cultivation and stewardship of foundation and corporate donors during a capital campaign focused on a new MFBN facility.
- Assist with the planning, development and implementation of a strategic plan of action with objectives, timelines, and evaluation measures for the Fund Development Plan that includes identification, cultivation, solicitation and stewardship of entry to mid-level donors.
- Ensure that gifts and grants are securely and promptly received, and send acknowledgement receipts and thank you letters in a timely manner with maximum efficiency.

#### General Responsibilities

- Adhere to the Code of Professional Fundraising Ethics, APRA Code of Ethics and A Donor's Bill of Rights.
- Guide MFBN's efforts in meeting the goals laid out in the annual Fund Development Plan.
- Provide regular funding updates to the Chief Development Officer and other stakeholder groups (staff, board, other)
- Comply with all Montana Food Bank Network policies and procedures.
- Be sensitive to the needs of low-income people and to the diverse populations served by the Montana Food Bank Network.
- Have a neat, clean appearance.
- Have the ability to take initiative, think quickly and solve problems independently.
- Must be willing to help agencies and volunteers with their best interest in mind under any given circumstance.

- Demonstrate patience under all circumstances.
- Be well-organized and dedicated to accuracy.
- Perform any additional tasks and duties as assigned.
- Be available to work some weekends and evenings.

### **Qualifications & Experience**

*Personal Attributes:* Commitment to the alleviation of hunger in Montana; Comfortable working and interacting with people from diverse ethnic, economic and cultural backgrounds.

*Communication Skills:* Exercise superior oral and written communication skills. Demonstrate excellent customer service over the phone and in person.

*Behavioral Skills:* Flexible, self-starter with the ability to work independently and effectively. Sensitivity to diversity and the ability to work with people of different nationalities, ethnic origins, and socioeconomic levels is essential. Good interpersonal skills with the ability to interact professionally with the public. Honesty, integrity and commitment to the Montana Food Bank Network Mission, Vision, and Core values.

*Physical Requirements:* This position will require the individual to be able to sit and stand for extended periods of time, must be able to lift at least 35 pounds or more and be able to travel long distances in a vehicle. This position may require working in both indoor as well as outdoor setting.

### **Required:**

- Bachelor's degree in a related field and one year of experience in similar work.
- Strong fundraising track record
- Experience working in grants research, writing and management preferred.
- Attention to detail with a high level of accuracy.
- Proficient in Microsoft Office Suite
- Must have or ability to obtain Food Safety Certification
- Valid driver's license.

### **Preferred:**

- Experience working with nonprofits.
- Previous experience working with volunteers, corporate sales experience, special events, grants management, and/or planned giving with a nonprofit.

*The Montana Food Bank Network is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

*Offer of employment is contingent on successful completion of a background check.*