



Job Description

Job Title:	Fund Development and Grant Coordinator
Classification:	Full-time, Non-Exempt
Department:	Development
Reports to:	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

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
- Attention to detail with a high level of accuracy.
- Proficient in Microsoft Office Suite
- Valid driver's license

Preferred:

- Experience working with nonprofits
- Previous experience working with donor relations, sales, special events, and/or planned giving with a nonprofit

COMPENSATION:

The salary range for this position classification is \$16.28 - \$18.86/hr DOE. Final offer will be based on the candidate's ability to immediately contribute to organizational goals and apply relevant skills, while maintaining organizational pay equity.

Montana Food Bank Network offers a competitive benefits package. We strive to provide non-cash benefits that encourage a work-life balance and promote the physical, mental, and financial health of our employees and their families.

TO APPLY:

Please submit your resume and cover letter to Gayle Carlson, CEO, gcarlson@mfbn.org. Position will be open until filled.

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.