



Job Description

Job Title:	Grants Administrator
Classification:	Full-time, Exempt
Department:	Development
Reports to:	Chief Development Officer

Job Summary

The Grants Administrator will support the mission of Montana Food Bank Network and is responsible for preparing, submitting, and managing grant proposals/reports that support the organization's goals and funder guidelines and requirements. As a Development team member, this position is involved in strategizing and meeting the food bank's annual fundraising goals.

Duties and Responsibilities

- Build and maintain mutually respectful and supportive relationships among all who work for, volunteer, donate to, and receive support from Montana Food Bank Network.

Research and Planning

- Maintain an in-depth understanding of the organization including its mission, vision, values, history, programs, services, and plans for the future.
- Collaborate with staff, volunteers, and board members to gain an in-depth understanding of ongoing program/project needs, goals, objectives, and outcomes.
- Assist staff with budget development and program planning, including outcomes, evaluation, and measurements.
- Identify potential funding opportunities to support program and operating needs. Research local, regional, and national foundations as well as corporate, government, and individual sources.

Proposals and Reporting

- Work closely with all departments to collect information necessary for budgets and narratives of compelling proposals and accurate grant reporting.
- Manage compliance requirements and timelines for funded proposals. Prepare and submit timely reports to funders that accurately reflect the work completed by MFBN.
- Maintain grant tracking database (currently GrantHub); maintain files on all proposals, awards, and funders, including applications, correspondence, and reports.
- Develop and maintain a system for managing and querying internal programs and operations data for efficient and accurate reporting to grant funders.
- Write letters of inquiry, grant proposals, reports, and stewardship correspondence as needed
- Develop and maintain relationships with foundation and corporate funder contacts in assigned portfolios.
- Provide regular internal reports of grant activity.

Agency Grants

- Work with various MFBN departments, coordinating all aspects of grants provided to agencies, including review of proposals, the agency needs surveys, award notification, grant agreements, fund distribution, and reporting.

Other Duties

- Able to access and navigate donor databases, foundation search engines, and other means of gaining in-depth knowledge of current and potential funders.
- Coordinate with appropriate staff to ensure donor recognition and acknowledgment as needed.
- Attend regular Development team meetings.

- Assist with special projects as needed.
- Perform other duties as assigned.

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 to meet the goals in the annual Fund Development Plan.
- Provide regular funding updates to the Chief Development Officer and other stakeholder groups (staff, board, others).
- Comply with all Montana Food Bank Network policies and procedures.
- Demonstrate sensitivity to the needs of low-income people and the diverse populations served by Montana Food Bank Network.
- Have a neat, clean appearance.
- Take initiative, think quickly, and solve problems independently.
- 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.

Required

- Bachelor's degree in a related field and one year of experience in similar work.
- High level of organization and ability to manage multiple simultaneous project timelines.
- Clear communication of needs to collect information needed from various sources.
- Excellent writing and communications skills to present data and information compellingly.
- Ability to follow funder guidelines and instructions.
- 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 programs, grants, and stakeholder relationships.
- Willingness to pursue continuing professional development and applicable certifications.

Compensation

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. Hybrid work will be considered.

To apply

Please submit your resume and cover letter to Nicole Burlingame-Stead, Employee Relations Manager at nburlingame-stead@mfbn.org. The position will be open until filled.

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 the successful completion of a background check.