



Position Description

Position Title:	Grants Specialist	Direct Reports:	None
Department:	Philanthropy	Classification:	Exempt
Location:	Kent County	Position Status:	Full-Time
Reports To:	Director of Grants and Evaluation	Approved Date:	
		Revision Date:	10.9.2024

Position Summary:

The Grants Specialist identifies, research, plans, and applies for available funding opportunities that advance the mission of Kids' Food Basket. This position provides reporting on awarded funds and has advanced knowledge and skills related to grant seeking, grant writing, grants management, grant reporting, grant research, editing, budget development, and funder strategy and relations.

Organizational Values:

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow.

Since its inception in 2002, Kids' Food Basket has grown from serving 125 students in Kent County to serving over 9,000 children daily across four counties (Kent, Muskegon, Ottawa, and Allegan) with healthy nourishing meals through our flagship Sack Supper program and other community-driven meal provision programming.

In addition, over the past two decades, Kids' Food Basket has also increased healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruits on our ten acres of chemical-free, sustainable farm. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our five commitments:

- We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
- We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
- Our community **Learns** through the use of our facilities and farmland as classrooms to foster learning and empowerment across economic barriers,
- We **Engage** our diverse community to work for Good Food for all,
- We **Advocate** for systems change by educating our community and legislators about our work, while supporting efforts that improve systems and empower families to break down the cycle of poverty and hunger.

Job Responsibilities:

1. Manages pre and post award grant administration.
2. Performs routine searches for prospective foundations and federal grants.
3. Manages selected foundation relationships and corporate grant contacts.
4. Writes and submits all non-federal grant proposals and timely reports.
5. Monitors grant requirements to assure full compliance with terms of grant agreements.

6. Works with management to strategize and identify Kids' Food Basket projects contained in strategic planning and seek out aligned funding.
7. Supports evaluation practices and processes when needed.
8. Coordinates stewardship for foundations.
9. Contributes to excellent donor relations through active and consistent communications with grantors as assigned.
10. Supports the writing of annual case statements to be used in all proposals.
11. Maintains grant records and the grants calendar with all relevant renewals, reports, and new application deadlines.
12. Prospects, research, and tracks
13. Collects data, researches and writes case statements.
14. Develops proposals, submissions, awards tracking, stewardship, and foundation relation.
15. Evaluation and reporting on funded awards
16. Other duties as assigned.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

No supervision: No supervisory responsibilities.

Education & Experience:

1. Bachelor's degree or equivalent level of education and experience
2. Four (4) years of experience working with grants preferred.

Other Knowledge, Skills & Abilities:

1. Proficient in Microsoft Office Suite.
2. Knowledge of project management techniques, time management skills, technical writing abilities, research, and data visualizations for reporting.
3. Familiarity with annual grant budget projections.
4. Strong oral and written communications, connectedness, relator, adaptability.
5. Works collaboratively with others and performs under tight deadlines.
6. Strategic, ownership, accountability, passion, independently motivated and proactive to offer ideas.
7. Arranger, solutions-oriented, efficiency, accuracy, with attention to details while seeing the big picture.
8. Leads with empathy, creating trust and collaboration are key functions of this role.

Physical Requirements:

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				x
Move about work area	x			
Use hands/fingers to handle or feel				x
Reach with hands and arms	x			
Ascend/Descend (stairs/ladder/etc.)	x			
Bend, stoop, kneel, crouch, or crawl	x			
Communicate with various parties			x	
Detect flavors or smells	x			
Move containers up to 30 pounds	x			

Visual acuity				x
Read and understand written word				x
Drive/Travel	x			
Operate computer and general office machines				x
Operate Machines:	x			
Other:				

Environmental Conditions:

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.				x
Warehouse environment: Exposure to dust, warehouse equipment, varied temperatures, and noise.	x			
Farm: Regular and continuous exposure to outside elements such as weather, animals, insects, etc.	x			
Travel: Limited exposure to outside elements.	x			
Other:				

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Benefits:

Kids' Food Basket offers a competitive benefits package to full-time employees including medical, dental, vision, short-term disability, life/accidental death & dismemberment, flexible spending accounts, 401(k) plan with employer match, a generous PTO policy with 4 weeks in the first year of employment, paid holidays, and more. Benefits eligibility begins on the first day of the month following the date of hire. 401(k) plan eligibility is after 6 months of employment.

Equal Employment Opportunities

Kids' Food Basket provides Equal Employment Opportunities (EEO) to all applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, height, weight, marital status, genetic information, qualified disability, veteran status or any other protected characteristic. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment.

To be considered for the position, please visit and apply at:

<https://recruiting.paylocity.com/recruiting/jobs/All/78c2c01f-ca87-43be-b701-81ef8e0fc90a/165673---Kids-Food-Basket>

Applications will be accepted and reviewed on a rolling basis.