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**POSITION:** Grants and Contracts Specialist  
**REPORTS TO:** Chief Development Officer  
**STATUS:** Non-Exempt/Full-time

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All Faiths Food Bank has offered food and hope to the hungry in Sarasota and DeSoto Counties for more than 30 years. In 2019, AFFB was honored as *one of the top food banks in the country* by Feeding America. Our mission: together with our partners, we provide healthy solutions to end hunger in our community. AFFB fed more than 97,000 people through our network of over 230 agencies and programs last year. As the expert in food insecurity, All Faiths Food Bank has a central role in creating the connection between food insecurity and individual health, diet-related diseases, education outcomes and the overall well-being of the community.

**GENERAL FUNCTION:**

The Grant and Contracts Specialist is a member of the Development Department and will work collaboratively across all departments to manage the full cycle of grants: research, application, submission and reporting to support the mission of All Faiths Food Bank.

**MAJOR RESPONSIBILITIES:**

- Work collaboratively with senior leadership and program staff to develop and write grant proposals, prepare grant reports, and arrange site visits and other funder-related meetings and communications.
- Prepare and submit compelling letters of inquiry and grant proposals that clearly align with funder requirements and that support the mission and vision of AFFB.
- Analyze program delivery models as it relates to requirements from funding sources to develop logic models, convert output data to outcomes measurement, and recommend changes to better fit specific, significant funding opportunities.
- Gather and prepare all ancillary materials to accompany grant submissions.
- Manage the tracking process and maintain a master calendar for all proposal/grant activity to include submitted proposals and submission deadlines.
- Prepare monthly activity reports including funding requests, grants, and reporting information and assignments.
- Conduct prospect research on existing and prospective funding sources.
- Work with Marketing/PR to ensure all grant recognition requirements are met.

## QUALIFICATIONS:

- Bachelor's degree with a minimum of 5 years of nonprofit experience leading a grants program
- Proven success researching and securing grants from various sources including foundation, corporate and governmental.
- Excellent writing skills and through knowledge of grant application process.
- Proficient computer skills with Microsoft Office
- Ability to set priorities and move multiple projects in a fast-paced, deadline-driven environment.
- Ability to work collaboratively and to incorporate or share feedback on written materials.
- Goal and results motivated
- Highly organized with strong attention to detail.
- Proactive, self-starter.
- Committed to serving vulnerable populations and ending hunger in the community served by AFFB
- Acceptance of and commitment to All Faiths Food Bank's values, vision and mission.

All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging and fostering a diverse workforce and providing a work environment that promotes equity and inclusion.

We commit to providing policies, systems and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected and supported.