

# **Job Title: Grant Writing & Fundraising Manager** **Second Harvest Food Bank of ECI**

**Status:** Full Time, exempt

**Place in the Organization:**

- Reports to the Chief Operations Officer in all aspects of this development area and performs administrative functions.
- Interns as assigned or recruited report to this position

**Purpose:**

- Create, develop and manage efforts that increase revenue and relationships to increase food assistance distribution within the Food Bank Service Area. Provide leadership in cultivating the relationship building process with personal and institutional contacts focus for Second Harvest Food Bank of ECI.

**General Responsibilities:**

- Successfully secure the funding requirements for our operation as related to grants and special events.
- Manage the entire grant life cycle, including researching, writing, submitting and reporting.
- Support the efforts of the development team.
- Assist with future capital campaigns
- Lead the fundraising events/activities, taking leadership position for each as scheduled/developed
- Work to achieve community relationships and financial requirements of the organization
- Budget forecasting for Revenue and Expense from Grants/Special Events

**Specific Responsibilities & Duties:**

- The ability to think creatively and to articulate the vision and mission of Second Harvest Food Bank of East Central Indiana
- Demonstrate experience and success in grant writing and fundraising
- Excellent writing and communication skills
- The ability to interact professionally with donors, volunteers and staff
- Ability to handle multiple projects within tight deadlines
- The ability to successfully handle routine clerical and administrative tasks for annual giving, special events, campaigns and marketing programs as part of the development team
- The ability to absorb and clearly communicate hunger statistical data
- The ability to work independently as well as in a team setting.
- All other duties as assigned by the Chief Operations Officer
- The ability to use discretion and independent judgment in time management to meet our objectives

**Requirements:**

- Minimum 3 years - Business development/fundraising or related experience
- Event/meeting planning experience
- MS Office Suite proficient
- Four-year degree in a related field
- Ability to work on the telephone and computer for 4 hours at a time
- Valid Driver's License
- Ability to bend and lift a minimum of 20 lbs.
- Ability to work with diverse personality types

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_