

JOB POSTING

Director of Grants (Full-Time)

Mission

Empowering communities to eliminate hunger by providing food, education and resources through innovation and collaboration.

Summary

The Director of Grants is responsible for both corporate and foundation fundraising, principally through the writing of grant proposals.

Responsibilities

- 1) Identify and investigate corporate, foundation and government sources of funding
- 2) Research local funding cycles, giving trends, grant proposal requirements and submittal deadlines
- 3) Prepare necessary documents required by funding agency to secure financial support
- 4) Track status of proposals and follow up to provide additional information as needed
- 5) Generate revenue through timely submission of grant proposals
- 6) Properly allocate grant funding, communicate conditions placed on money and ensure staff follow compliance directives
- 7) Prepare budgets to track revenue and compare grant receipts to actual expenditures
- 8) Provide stewardship and conduct presentations at TAFB, foundation and corporate sites; collaborate with staff leaders to determine funding needs
- 9) Prepare post-project reports required by grant maker to track progress of fund receipts

Requirements

- **Education and Experience**
Bachelor's degree and five years of grant writing experience or equivalent combination of education and experience
- **Technical Proficiencies**
Proficient knowledge of Microsoft Word, Excel and database software
- **Communication Skills**
Excellence in speaking, writing and presenting information
- **Other Competencies**
Knowledge and experience in grant research, proposal writing, local funding cycles and giving trends; ability to set priorities and complete projects on time; proficient in analyzing and interpreting diverse data and demographic research

How to Apply

Please submit resume, cover letter and writing samples to jobs@tafb.org.

Tarrant Area Food Bank is an Equal Opportunity Employer. Drug testing required.

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