



THE ORGANIZATION

Feeding Westchester is looking for people with the passion, courage, and creativity to create meaningful change in the lives of others. As a member of the Feeding America network of food banks and Westchester County's leading hunger relief organization, we moved nearly 22 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers, and schools last fiscal year. We supplied 17 million meals to children, families, and seniors, mobilized 11,000 volunteers, and raised over \$17 million in donations and government support to help end hunger.

Feeding Westchester's mission is to nourish our neighbors in the fight against hunger. As the heart of a network of more than 200 partners, we source and distribute food, and other resources, to communities across Westchester. We envision a community where all people have access to the food they need today, and the fundamental resources to build a better tomorrow.

THE OPPORTUNITY

Feeding Westchester has an exciting opportunity for a passionate and mission driven Grants Writer & Manager. Working within the Development Department, reporting to the Senior Director, Corporate, Foundations & Community, the Grants Writer & Manager will develop and implement an annual plan to meet revenue goals in private grant support, as well as government grants, for Feeding Westchester's mission. This position will be responsible for writing grants to current supporters and conducting research to identify new funders. The Grants Writer & Manager will coordinate the grant application and renewal process with current funders and gather information for proposals. They will coordinate accurate reporting, as well as other communications in support of Feeding Westchester's donor cultivation and fundraising efforts. Strong communication and interpersonal skills, with a high level of organization and attention to detail are a must!

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Partner with Senior Director to create a detailed annual revenue projection for foundation, corporate and government grants.
- Develop and implement annual plan to meet or exceed grant revenue goal in support of Feeding Westchester's mission.
- Craft and submit compelling and succinct letters of inquiry, proposals, reports, renewals and related grant communications.
- Serve as the primary relationship manager for the grant portfolio, and partner with leadership to regularly steward current and potential funders, including preparing organizational updates, communicating successes, and coordinating tours/site visits.
- Acquisition of new grants will involve researching foundations, corporate and government funders; identifying potential fits between grantor funding priorities and organization goals; providing recommendations for new grant opportunities.
- Work with the Grant Administrator to monitor grant expectations, deliverables and programmatic updates, and maintain regular communication with internal and external stakeholders.
- Collaborate with cross-departmental teams to gather information for new or reapplying grants
- Collect data for applications and work with Grant Administrator to assess progress toward reporting goals.



- Work with marketing and communications team on donor recognition, social media posts and other related deliverables.
- Manage grants calendars and develop protocols to ensure timely submission of grant proposals and reports.
- Maintain comprehensive grant files and records in donor database.
- Lead regular grant meetings and develop protocols to streamline processes.
- Participate in Feeding America and Feeding New York State virtual meetings and calls.
- Monitor local and national news, philanthropic and business publications. Keep abreast of relevant trends and how they might impact Feeding Westchester and/or its donors.

JOB REQUIREMENTS:

- Bachelor's degree and at least 3 years of grant writing/foundation relations experience. Government experience is a plus.
- Demonstrated success onboarding and stewarding five to seven figure gifts.
- Excellent written, verbal, and interpersonal communication skills.
- Passion for Feeding Westchester's mission and ability to translate that passion into clear, compelling grant writing and storytelling.
- Demonstrated success in relationship management/customer service and the ability to steward new donors and increase support from current donor base.
- Knowledge of nonprofit financial documents and budgeting.
- Experience with Microsoft Office, CRM software and grant prospecting tools. Raiser's Edge experience a plus.
- Ability to engage with staff to develop a deep understanding of programmatic needs.
- Strong project and time management skills; ability to multitask several deadlines.
- Proactive workstyle, emphasizing teamwork and excellence.
- Sensitivity, tact, diplomacy, and the ability to honor confidentiality.
- Impeccable attention to detail.
- Positive attitude and willingness to learn.

ABOUT US

Feeding Westchester provides a competitive benefits package including paid time off, Medical/Dental/Vision coverages, 403(b) retirement plan with discretionary employer contribution, company-paid Life and LTD insurances, an Employee Assistance Program (EAP), and other ancillary benefits. Feeding Westchester is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law. Feeding Westchester is committed to continually working to ensure we have an equitable and inclusive environment in place to support our diverse team. We strive to create professional growth paths for all who want them and a just culture that will support both internal collaboration and the work we do for our local community.

SALARY RANGE: \$70-80K (based on experience)

HOW TO APPLY: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7d4ec6c4-a7f9-4cdc-9105-678fd35808c9&ccId=19000101_000001&lang=en_US&source=CC2&selectedMenuKey=CareerCenter&jobId=512858