JOB DESCRIPTION

Grants Administrator (Full-Time)

About Brighter Bites
Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. To learn more about Brighter Bites visit https://brighterbites.org.

Role
The Grants Administrator works to meet the reporting requirements of grants managed by Brighter Bites in the Texas region. Responsibilities include information gathering across cities and departments, data entry, and report writing, as well as other tasks needed to generate and solidify support for Texas programming. The Grants Administrator reports to the Texas Regional Program Director.

Position Description
- Gathers data on statewide program delivery and performance from all internal data collection systems, as well from Texas-based and other staff, in order to complete reports and other requests for information.
- On behalf of all Texas cities and staff, enters data into external reporting systems required by Texas-based funding contracts.
- Drafts, reviews with others, edits, finalizes, submits and properly files regular and ad hoc reports in support of Texas funding.
- As directed by the Texas Regional Program Director, participates in both internal and external meetings related to Texas-specific funding and prospective funding.
- Works to uphold and build robust, creative, and accurate data and information collection on Texas-based programming in order to support a solid and ongoing base of support for Brighter Bites throughout the state. This may include work with others involving marketing, social media, and/or development, as well as site visits and meetings with a variety of staff and other persons to collect media and information important to documenting and reporting Texas programming achievements.
- Other duties as assigned.

Requirements
- Desire and passion in working with a mission-driven organization related to children and families.
- Excellent written, oral, and interpersonal communication skills.
- Experience with grant reporting and data gathering and reporting programs.

The better we nourish, the brighter we flourish.
- Ability to understand and track the many details and nuances of Texas-based programming in order to communicate program activities to funders and partners.
- Bachelor's degree or higher or equivalent experience in communications, grant writing, or related field.
- Strong project management and problem-solving skills with attention to details and deadlines.
- Comfort reporting to multiple organizational stakeholders and collaborating across departments and teams.
- Ability to adapt work style and behaviors.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, gender expression, sex, pregnancy, ancestry, domestic partner status, disability, sexual orientation, age, marital status, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply, please send resume and cover letter to julie.macpherson@brighterbites.org with “Grants Administrator” in the subject line.