



brighterbites®

JOB ANNOUNCEMENT

Grant Writer (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 Grant Writer will play an integral part of the Development Team, which centers its work on raising funds to support the Brighter Bites mission and programming. The Grant Writer is focused on growing federal, state, foundation, and corporate grant funding and contributing to overall development team goals.

This role will include prospect research; project management for grant applications; writing, preparing, and submitting Letters of Interest (LOIs) and grant applications; tracking and coordinating grant reporting on grant deliverables; tracking all documents and program information required by funders; and database entries; summary of awarded applications & project management of award signature process; and ongoing funder communications in collaboration with the Director of Development. Provides development support, in a team environment, with other fundraising and department initiatives and activities.

Position Description

- Collaborate with the Director of Development as well as other members of the National Team to research, identify, and prioritize potential funding opportunities
- Research and collect data and study findings to support grant proposals
- Draft and edit high-quality, compelling letters of inquiry and grant proposals
- Ensure compliance with all funder guidelines in grant submission and reporting
- Develop and foster relationships with public and private grant makers
- Maintain detailed grants calendar and accurate records in Raisers Edge NXT and other shared systems, including grant tracking and reporting
- Contribute to strategy and planning meetings
- Other duties as assigned

Requirements

- 5-7 years of non-profit grant writing with federal and state grant writing experience (national work is a plus)
- Excellent written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Quick and resourceful research ability with background knowledge of public sector information sources
- Experience and comfort with prospecting management, grant-tracking platforms, and data management system (Raiser's Edge NXT)
- Proficiency with Google Suite and Microsoft tools, use of spreadsheets
- Desire and passion for working with a mission-driven organization related to children and families
- Experience effectively working on a team and demonstrated experience with successful project management; proven ability to collaborate, integrate constructive feedback, prioritize work, manage multiple projects and meet deadlines
- Comfort being managed remotely, working with multiple stakeholders, and collaborating remotely across departments
- Ability to travel ~10% (national travel)

Pay range for Grant Writer: (\$62,000-\$75,000)

Brighter Bites provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*To apply, please send resume and cover letter to
development@brighterbites.org
with "Grant Writer" in the subject line.*

The better we nourish, the brighter we flourish.

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