



## GRANTS COORDINATOR

**Description** - Manage Connecticut Food Bank's grants program. Reports to the Director of Fund Development Operations.

### **Specific Duties and Responsibilities**

- With the guidance of the Director of Fund Development Operations, implement on-going grant plan to expand and enhance Connecticut Food Bank's funding base.
- Coordinate and write grant proposals, interim and final reports.
- Secure grants from corporations and foundations.
- With approval of Director of Fund Development Operations, gather relevant information from appropriate Food Bank staff to aid in grant writing and reporting.
- Conduct research necessary to upgrade existing donors and identify prospects for solicitation.
- Keep adequate records on all grant funders.
- Work with Marketing & Communications Director to publicize grants.
- Work cooperatively with Feeding America and other Food Banks on regional or national grant seeking efforts.
- Other duties as assigned by the Director of Fund Development Operations, Chief Development Officer or President & Chief Executive Officer.

**Qualifications** - Ability to handle multiple tasks and meet deadlines, excellent writing and budgeting skills, excellent organizational and communication skills and familiarity with Microsoft applications.

**Requirements** - Bachelor's Degree, minimum 3 years experience in grant writing and/or development, computer literacy, should be able to demonstrate success in finding and obtaining corporate and foundation grants.

Send resume with salary requirements to:  
hr@ctfoodbank.org  
203-469-4871 (fax)