

Grants Manager

Who We Are

Since our founding in 1991, The Food Project has grown into an internationally recognized non-profit organization that works at the intersection of youth, food, and community. For over 26 years, youth and adults from diverse backgrounds have come together to produce healthy food for residents of the city and suburbs and build local, sustainable food systems. Each year, our youth crews work with our staff to farm on 70 acres in eastern Massachusetts in the suburban towns of Beverly, Lincoln, and Wenham and partner with our neighbors in Lynn and Boston's Dudley neighborhood to create the food system they imagine. We believe that food is a unique vehicle for creating personal and social change. Nothing else ties us so intimately to each other and to the planet we share, affecting our health, the climate, and culture. Moving into the future, our goal is to transform the food system into a more just, community-engaged model, that supports food security for all.

What We Seek

The Food Project is currently seeking a talented grants manager to join our Development team. Reporting to the director of development, this person will be a key staff member responsible for the management, strategy, and daily writing and submission of all grants to institutional funders of The Food Project.

As part of a small organization, this person will have the opportunity to participate in other aspects of The Food Project from time to time, including helping with volunteers, assisting on our farms, and working with young people.

About Our Team

Our Development team is energetic, hard-working, collaborative, and incorporates an excessive enthusiasm for vegetable puns into our daily work. We support a dedicated program and administrative staff by raising money from individuals, foundations, and corporations and by letting people know what we're doing through print publications, social media, events, and our website.

Qualifications

The ideal candidate will be self-motivated, resourceful, deadline-oriented, and have excellent communication and technical writing skills.

- You've got a knack for formal, technical, and concise writing that also conveys enthusiasm and hope.
- You've got a bachelor's degree or the equivalent life experience.
- You fight oppression of all forms in your daily actions and by laying pen to paper.
- You like fundraising and want to learn more about it.
- You can drive, walk, bike, skateboard, ski, or take the commuter rail to Lincoln, MA where this position is based.
- You are organized and can manage your time across competing priorities.
- You enjoy working collaboratively and independently and take initiative to make things better and get projects done.



- You have an obsessive attention to detail and can spot a typo from a mile away.
- You are willing to share your favorite zucchini recipe when our staff CSA share becomes overwhelmed with summer squash.

Responsibilities

- Reign over the yearly grants schedule by building it, sticking to it, and keeping it up to date.
- Put your impeccable writing skills to work by writing grant proposals, letters of inquiry, reports, and acknowledgment letters.
- Take charge of all institutional fundraising, from private foundations to government agencies to corporate partners.
- Keep our funders up to date on what's happening at The Food Project through regular cultivation and stewardship.
- Dig into some serious research projects to broaden The Food Project's base of supporters.
- Collaborate, collaborate, collaborate with the development team to think strategically about approach to specific funders and about overall strategy for approaching foundations.
- Build new proposal concepts with executive leadership team and programmatic staff.
- Actively hunt for information from program staff in Boston and Lynn to stay up-to-date on what's happening in the fields.
- Get your geek on with the finance team to build budgets and track revenue and expenses.
- Be excited about The Food Project and tell the world about our mission and vision.
- Enter everything into the Raiser's Edge database. Everything.
- Work closely with your supervisor, the director of development, to create efficient systems to solicit, cultivate, and steward a robust pipeline of institutional gifts from private and family foundations, corporations, and government agencies.

Compensation

Compensation commensurate with experience.

Recruitment Process

We will review all submissions, identify viable candidates, and contact **ONLY** those individuals selected to continue in the search process. The position will be filled when the desired candidate is found.

Please send résumé and cover letter via email to: jobs@thefoodproject.org. In the subject line, write your name and the position for which you are applying, eg: "Jordan Smith – Grants Manager." Additionally, please be sure to include your name in the title of both your resume and cover letter. Within your cover letter, please also include your favorite vegetable.

The Food Project is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position.

