



The Food Project

Grants & Sponsorships Manager

Who We Are

Youth. Food. Community. Three important issues that intersect in one place: The Food Project. Here, we believe that food is a unique vehicle for creating personal and social change. Nothing else ties us so intimately to each other and the planet we share, affecting our health, the climate, culture, and poverty and privilege around the globe. If we - young and old from all walks of life can unite to change the food system, we can change the world. From our urban and suburban farms to our community education programs, we aim to do just that by bringing together youth and adults from diverse backgrounds who work together to build local and sustainable food systems.

Since 1991, The Food Project has built a national model of engaging young people in personal and social change through sustainable agriculture. Each year, we work with more than 120 teenagers and hundreds of volunteers to farm on 70 acres in eastern Massachusetts in Wenham, Lincoln, Boston, and Lynn. We consider our hallmark to be our focus on identifying and transforming a new generation of leaders by placing teens in unusually responsible roles, with deeply meaningful work. In addition, we help others grow their own food and provide training resources based on all we have learned.

What We Seek

We seek a results-driven, detail-oriented professional to help us meet our development goals. Reporting to the Director of Donor Engagement, the Grants & Sponsorships Manager oversees the writing, submission, and tracking of grant proposals, reports, and sponsorship requests. Additionally, this role supports special projects, such as management of a farm-based corporate volunteer program.

Responsibilities

Grants Management (20%)

- Create and maintain the organization's grants calendar, tracking current grant cycles, proposal deadlines, renewal processes, and action items.
- Manage all aspects of the grants administration process, including proposal submission, processing awards, grant agreements, acknowledgment letters, and tracking and managing grant-funded deliverables.

- Work with the Database and Operations Manager to ensure necessary database records and reports are maintained in Salesforce.
- Assist the Director of Donor Engagement with funder research, strategy, identification, and cultivation.
- Collaborate with the Communications Manager to develop relevant materials to be shared with institutional supporters.

Proposal and Report Development (55%)

- Collaborate with the Director of Donor Engagement and other staff and stakeholders to develop strategy for proposals.
- Research, write, and edit narratives for letters of inquiry, grant proposals, reports, and acknowledgment letters.
- Collaborate with the Associate Director of Impact and Initiatives to develop evaluation metrics and reporting processes for grant proposals.
- Collaborate with the Director of Donor Engagement and other relevant staff to generate program budgets, reports, and proposal documents.

Project Management (10%)

- Manage logistics for a corporate volunteer program, including recruiting, scheduling, and follow up with volunteer groups.
- Supported by the Database and Operations Manager, ensure necessary records and reports are maintained in Salesforce.
- Oversee related work of a seasonal Alumni Fellow.

Organizational Health (15%)

- Participate in our justice, equity, diversity, and inclusion initiatives.
- Prepare and participate in structured, regular feedback sessions.
- Participate in all-staff meetings, team meetings, and provide cross-department support.
- Participate in annual planning, budgeting, and performance review processes.
- Perform other duties as assigned, within capacity.

Qualifications

- Must embrace TFP's mission, goals, and commitment to food justice.
- Committed to helping to foster an environment of equity and belonging.
- Committed to contributing to an organizational culture of learning and wellbeing.
- At least 3 years of relevant experience or experience in a role with transferable skills.
- Excellent project management skills, well-organized, and attention to detail.
- Ability to manage time, working independently, across competing internal priorities and external deadlines.
- Excellent communication skills; experience with proposal writing preferred.
- Strong interpersonal skills and ability to build effective relationships.
- Ability to balance attention to process, results, and relationships.

- Proficient in Google applications and Microsoft Office Suite.
- Comfort with Salesforce, our database, and Asana, our project management system.

Don't have every qualification? We are committed to building a diverse and inclusive organization. If you are excited about this role but your past experience doesn't align perfectly with the job description, we encourage you to apply anyway. We anticipate supporting your professional development.

Location & Schedule

Much of this job can be accomplished at a desk—either in a TFP office or at home—using a laptop provided by TFP. Each of our offices is accessible by public transportation. However, you must be able to provide your own transportation to travel, as required, typically three days per week, depending on the season, between our program sites and administrative offices in Boston, Lynn, Wenham, and Lincoln. Occasional weekend and evening work is required for special events.

Compensation

This is a full-time position with a salary commensurate with experience and skills. This position is eligible for health insurance benefits, 403B retirement plan, and paid vacation and holidays. The salary range is \$48,000 to \$55,250 per year.

Recruitment Process

Please send resume 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 & Sponsorships Manager”.

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 a desired candidate is found.

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