

## What We Seek

The Food Project seeks a motivated, results-driven, detail-oriented professional to support its fundraising and development goals. Reporting to The Food Project's Director of Institutional Relations, this role will work closely with the organization's development team to achieve annual fundraising goals. The Grants Associate will undertake the writing, submission, and tracking of grants, reports, and sponsorship requests to a portfolio of institutional funders, including private foundations, government agencies, and corporations.



**The Food Project**

## Project Responsibilities

---

### Proposal and Report Development and Writing (70%)

- Collaborate with the Director of Institutional Relations and other key staff and stakeholders to design strategy for proposals and gather relevant data for reports.
- Research, write and edit high-quality narratives for grant proposals, funding applications, reports, letters of inquiry, and acknowledgment letters.
- Maintain narrative templates that reflect current state of programs, latest research and industry trends.
- Collaborate with the Director of Impact and Initiatives to develop and understand evaluation metrics and reporting processes for grant proposals.
- Collaborate with the Director of Institutional Relations and Director of Finance and HR to generate program budgets, reports, and other proposal documents.

### Grants Management (20%)

- Execute aspects of the grants application and administration process, including proposal submission, processing awards, executing grant agreements, sending acknowledgment letters, tracking and managing deliverables, etc.
- Work with the Database and Operations Manager to ensure necessary database records, files, and reports related to institutional funders are maintained in Salesforce CRM.
- Assist the Director of Institutional Relations with donor research, strategy, identification, and cultivation.
- Collaborate with communications staff to develop relevant materials for institutional funders.
- Maintain elements of the grant proposal calendar, working with the Dir of Institutional Relations to ensure that deadlines, renewal processes, and action items are accurate and support continued funding.

### Organizational Health (10%)

- 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.

---

**The Food Project (TFP)**

**TFP Values**

**Diversity, Inclusion,  
Belonging, Equity (DIBE)**

**Land Acknowledgement**

---

**Position:**

Grant Associate

**Salary Range:**  
**\$45,000 to \$48,000**

**Employee Benefits**

- Participate in annual planning, budgeting, and performance review processes.
- Perform other duties as needed, within capacity.

## Qualifications

### *Preparation, Knowledge, Previous Experience*

- Prefer 1-2 years of relevant experience or experience in a role with transferable skills.

### *Skills, Abilities, Competencies*

- Exceptional written and oral communication skills; demonstrated experience with proposal writing or other persuasive writing preferred.
- Exceptional project management skills, well-organized, and strong attention to detail.
- Ability to manage time across competing priorities and meet deadlines.
- High degree of professionalism and a willingness to accept constructive feedback, including in the preparation of written materials.
- Strong organizational skills with the ability to work independently.
- Strong interpersonal skills with the ability to work collaboratively, building effective working relationships.
- Experience with nonprofit fundraising and/or community engagement in mission-driven work preferred.
- Commitment to contributing to an overall organizational culture of learning and well-being.
- Ability to balance attention to process, results, and relationships.
- Proficient in Google applications (Drive, Docs, Sheets, Gmail), Microsoft Office Suite (Word, Excel, PowerPoint) and Zoom.
- Experience in using Salesforce or a comparable CRM, project management systems (Asana), and Slack preferred.
- Deep commitment to justice, equity, diversity, and inclusion.

## Location & Schedule

This role will require time spent in all three of The Food Project's offices - Lynn, Boston, and Lincoln – and may involve allow for some remote work. Travel between offices is required. All offices are reachable by public transportation. Flexibility for some weekend and evening work is required for events and volunteering.

## Recruitment Process

Please send resume and cover letter via email to: [jobs@thefoodproject.org](mailto:jobs@thefoodproject.org). In the subject line, write your name and the position for which you are applying, eg: "Jordan Smith – Grant Associate".

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.**