



## Job Description

Job Title:	Grants Coordinator
Reports To:	Grant Development Manager
Position Supervised:	None
Status:	Full-Time
FLSA:	Exempt
Hours:	8:30 a.m.– 5:00 p.m. Monday – Friday (other times as needed)
Salary:	Pay Range \$41,000-\$44,000

*The Mission of Mid-South Food Bank is to Change Lives by Eliminating Hunger in the Mid-South*

**Mid-South Food Bank** is a leading social service organization supported by a vast network of volunteers, passionate public and private advocates, and devoted financial sponsors. Since 1981, Mid-South Food Bank has worked to deliver food for today and hope for tomorrow. The food bank provides food for hungry people while striving to eliminate hunger in the Mid-South.

**Mid-South Food Bank** is part of a united community effort working to bring food, dignity, and hope to our neighbors in our 31-county service area, including 12 counties in West Tennessee, 18 counties in North Mississippi, and Crittenden County, Arkansas. The organization distributes food, both donated and purchased, through a network of 300 pantries, soup kitchens, shelters, and other programs. These programs provide food where it's most needed. The food bank also works to lift collective voices by educating, engaging, and advocating for neighbors struggling with hunger – at the community, state, and federal levels.

As the face of hunger in the community has changed, Mid-South Food Bank has evolved. The organization's programs address the specific needs of children, families, and seniors. While the national food insecurity rate is 11.5%, it is currently 19.3% in the mid-south. In FY 2021, the food bank distributed over 56 million pounds of food in response to the pandemic, compared to 17 million pounds distributed in 2019. By working together with existing partners, new partners, and many volunteers, we help those most in need go from hungry to hopeful.

### ***Job Summary***

The Grant Coordinator will work closely with the Grant Development Manager and Development Department to ensure the integrity of the grant and related tasks. The Grant Coordinator will be responsible for researching future grants and coordinating the grant application process. The Grant Coordinator will learn and work in Mid-South Food Bank (MSFB) donor and foundation databases. The Grants Coordinator will be responsible for the completion of grants management tasks as well as ensuring the smooth functioning of the administrative and office systems. Apply knowledge of fundraising methods and plans to reach income goals. Collaborate with team members in MSFB to assist our key stakeholders.

### ***Responsibilities:***

The Grant Coordinator's duties will include, but are not limited to:

- Excellent written communication skills.
- Being able to understand and execute complex instructions.
- Outstanding computer skills.

- Displaying adherence to the organization’s mission.
- Responsible for researching and collecting data for each grant.
- Develops and maintains a proposal calendar.
- Maintain grant information in the database and other systems as directed by Grants Development Manager
- Coordinate and follow ups on the progress of submitted proposals.
- Conduct prospect research to identify, cultivate and solicit new grants
- Participate in grant team meetings and professional development opportunities to stay up-to-date on developments in the field and compliance requirements;
- Perform other duties as assigned.

**Qualifications:**

- Bachelor’s degree in English, Journalism, Communications or Marketing preferred but not required.
- At least 1-year experience with grants and administrative support.
- Nonprofit experience and/or experience in philanthropy a plus.
- Proficient with MS Office Word and Excel.
- Excellent knowledge of fundraising information sources.
- Excellent communication skills, both verbal and written.
- Strong people skills.
- Excellent organizational skills.
- Ability to meet deadlines.
- Top-shelf research skills.

To Apply: <https://www.indeed.com/jobs?q=mid-south+food+bank&l=Memphis%2C+TN&from=searchOnHP&vjk=aa42bc97383cec30>

**MSFB Mission**

We change lives by eliminating hunger in the Mid-South

**MSFB Vision**

Hunger to Hope

**MSFB Values**

Accountability	Collaboration	Dignity & Respect	Diversity
Innovation	Integrity	Passion	Service
Stewardship	Urgency		

Revised January 2023