



Job Description

Job Title:	Grant Development Manager
Reports To:	Director of Development and Communications
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: \$54,000-\$58,000

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 food insecurity 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. The last 12 months the food bank has 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 Grants Development Manager works closely with Mid-South Food Bank's (MSFB) Director of Development and Communications and Chief Development Officer (CDO) to design and implement strategies for major gift relationship management (solicit, nurture, upgrade) to meet short and long-term goals of the organization. The primary objective is to increase financial donations to MSFB and develop long-term donor relationships built on a firm understanding of donors' interests, passions and values.

The Manager also builds and manages brand identity and all aspects of communications and marketing across MSFB's 31-county service area to raise awareness of the organization and its programs.

A successful candidate must be passionate about our mission and the people we serve, and works with board members and community leaders who support the organization in a variety of ways.

Job Summary

The Grant Manager will be responsible for researching, writing and coordinating the grant application process, management of proposals and Mid-South Food Bank (MSFB) donor database. A dedicated Grant Writer to research & write grant proposals for MSFB. The Grant Writer will write coherent, organized and compelling proposals. Apply knowledge of fundraising methods and plans to reach income goals. Collaborate with team members in MSFB to assist with our key stake holders. Manage Grant Coordinators and Grant Specialists, maximum of four people.

Responsibilities:

The Grant Manager 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 organizations mission.
- Write high-quality grant proposal narratives, applications, and support documents
- Responsible for researching, collecting data, and writing of each grant.
- Top shelf research skills.
- Great organizational skills.
- Work with department managers to compile financials and data; maintain up-to-date and accurate information on all grants utilizing Smart Sheets or a similar platform.
- Conduct grant update meetings with applicable departments at least twice monthly.
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develops and maintains a proposal and spend down calendar.
- Coordinate and follow-up on the progress of submitted proposals, if and until funded.
- Develops an annual grants strategy
- Conduct prospect research to identify, cultivate and solicit new grants
- Collaborating with the Director of Development and Communications to compile annual report.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in English, Journalism, Communications or Marketing.
- 3+ years grant writing experience and 2+ years management experience.
- Proficient with measuring and reaching income goals.
- 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.

To Apply: <https://www.indeed.com/jobs?q=mid-south+food+bank&l=Memphis%2C+TN&ts=1729711279159&from=searchOnDesktopSerp&rq=1&rsIdx=0&fromage=last&vjk=aa42bc97383cec30>

MSFB Mission

We change lives by eliminating hunger in the Mid-South

MSFB Vision

Hunger to Hope

MSFB Values

Accountability

Innovation

Stewardship

Collaboration Dignity & Respect

Integrity

Urgency

Diversity

Service

Passion

Revised October 14, 2024