



## Grants Specialist

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance food justice and health equity in the nation's capital, is currently seeking a **Grants Specialist**.

The Grants Specialist is responsible for managing a portfolio of current and prospective foundation funders to increase overall revenue for the work of DC Greens. This position reports to the Development Director and works closely with program staff, as well as the Executive Director. The successful candidate will have strong writing and editing skills and be highly organized. The Grants Specialist must be able to work effectively and efficiently both independently and in collaboration with DC Greens staff members. This position also requires the ability to articulate DC Greens' commitment to and emphasis on racial equity throughout all program and policy areas.

### Key Responsibilities

#### *Grant Writing*

- Optimize the grant administration process by establishing schedules and meeting deadlines by gathering information, and coordinating with appropriate staff
- Lead the writing, editing and submission process for grant applications in collaboration with appropriate staff
- Initiate and participate in the creation of grant materials, including the formulation of programmatic logic models and budgets
- Stay abreast of program budgets and support Program Managers to ensure grant deadlines and requirements are met
- Collaborate with Development Director to establish and monitor the organizational budget to ensure we are meeting our financial needs and goals

#### *Reporting and Foundation Stewardship*

- Manage administration of foundation grants, tracking deadlines and collecting information from finance and program staff
- Monitor grant progress to ensure spenddown of foundation grant awards
- Compile and submit status reports for foundations
- Prepare correspondence, progress reports, and updates to foundation funders
- Coordinate all requirements to foundations, such as acknowledgements
- In collaboration with the Executive and Development Directors, steward relationships with existing foundation funders, including program officers and other staff
- Attend and actively participate in internal programmatic meetings to ensure accurate reporting to foundations
- Brief and prepare staff for foundation meetings and/or calls
- As appropriate, make presentations to the Board and Development Committee regarding foundation relationships
- Respond to grant data requests and inquiries from internal and external audiences, including preparation of data analysis and generation of reports:

- produces internal data summaries, reports, coding verifications, grant statistics, geographic reports and custom analysis as needed, for the board of directors, program staff, finance, and communications;
- provides links between program, finance, communications and other staff so that all activities related to grant data collection and reporting are smoothly implemented

#### *Research and Prospecting*

- Research and identify prospective funding opportunities
- Monitor and report on philanthropy news and trends

#### **Qualifications**

- Bachelor's degree preferred
- Minimum of 5 years of experience in grant writing, preferably with a nonprofit organization, required
- Documented success in fund development and grants management
- Knowledge of Microsoft Office Suite, including Word and Excel
- Knowledge of Network for Good, Salesforce and other CRM platforms
- Experience in resource development
- Impeccable oral and written communication skills
- Outstanding attention to detail
- Resourcefulness and ability to think independently
- Ability to take ownership of a process and to use problem solving skills to resolve issues
- Strong professionalism with the ability to function efficiently in a busy environment
- Expected to work independently and/or as a team member with initiative, motivation, flexibility, organization, and attention to accuracy of projects and tasks
- Commitment to the vision and mission of DC Greens' work
- Commitment to racial justice and equity

#### **Salary & Benefits**

This is a full-time (40 hours/week) position. The salary range for this position is \$60,750 - \$63,900 with generous benefits (medical/dental/vision, disability/life insurance, 25 days PTO, employer match on retirement contributions after 1 year, flexible schedule), and a welcoming office setting that strives to provide healthy opportunities for employees to be comfortable, and to treat each other as human beings.

#### **How to Apply**

DC Greens is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, including bilingual and bicultural individuals, as well as women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodations will

be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

To apply, email [hiring@dcgreens.org](mailto:hiring@dcgreens.org) and include the following: a cover letter, resume, and a brief writing sample based on the prompt below. DC Greens strives to administer initiatives and programs with an equity framework, this means that we want our work to recognize and address structural inequalities in the food system. Can you give an example of a structural inequality that exists in society and provide an example on how nonprofits might use their positions in the community to deconstruct this inequity? Please limit your response to 250 words. Please put "Grants Specialist" in the subject line and send your cover letter, resume, and writing sample as a single attachment labeled "LAST NAME, FIRST NAME\_Application." The deadline to apply is March 20, 2020, 11:59 pm EST. Anticipated start date middle of April.