



Organization: Dare to Care Food Bank
Job Title: Grants Manager
Location: Louisville, Kentucky
Classification: Full Time

About Dare to Care: This year, 23 million pounds of food will be acquired by Dare to Care Food Bank from sources across the nation and within our community to provide 19 million meals to children and adults in 13 counties of Kentucky and Indiana. The staff of 62 works with thousands of volunteers to sort and prepare the foods for distribution at no cost to nearly 300 partner agencies that pick up food each week at Dare to Care's warehouse; in some cases, staff also makes deliveries to food pantries and kitchens. In 2019, the development team is responsible for raising \$5.4 million of Dare to Care's \$8.1 million annual budget, including \$2 million in grants funded by 75 grant makers.

Position Description: Dare to Care seeks a Grants Manager, a newly created position, to support the food bank's fundraising efforts. This position will identify funding opportunities, write grant proposals, ensure compliance with grant requirements, and report to donors. The ideal candidate is mission-driven, detail oriented, organized, and exhibits excellent communication and project management skills. The Grants Manager will work onsite full-time at Dare to Care's office. The Grants Manager reports to the Director of Annual Giving.

Primary Responsibilities:

- Grant Seeking and Writing
 - Research and identify new funding opportunities
 - Facilitate pre-grant application conversations with appropriate team members to determine funding needs, timelines, responsibilities, criteria, and application process
 - Serve as primary writer of grant proposals
 - Develop and manage a tracking system and calendar to ensure deadlines are met
 - Maintain up-to-date data on Dare to Care and hunger-related research for use in grant proposals and reports
- Grant Administration and Stewardship
 - Work with finance team to track spending of grant funds
 - Meet regularly with programs team to monitor progress of funded programs
 - Ensure compliance with all grant requirements
 - Compile grant reports for donors to demonstrate impact of funding
 - Coordinate with other departments to implement program evaluations to measure and communicate impact to grantors
 - Oversee recognition requirements related to grants

Requirements:

- Bachelor's degree from a four-year accredited institution
- Minimum of 3 years relevant experience in prospect research and identification, grant proposal writing, data collection and analysis, creating and maintaining budgets, and reporting results
- Knowledge of grant-making foundations in the Dare to Care Food Bank service area
- Excellent written and oral communication skills, including ability to communicate for intended audiences in a compelling and succinct manner
- Ability to plan, organize, prioritize, and coordinate multiple projects
- Ability to take initiative and effectively manage time to meet deadlines
- Excellent research, writing, and proofreading skills
- Ability to maintain confidential donor information
- Ability to work independently and with a team to manage multiple projects and be flexible to changing priorities
- Have high integrity and moral character, supporting the mission, philosophy, values and policies of Dare to Care Food Bank
- Represent Dare to Care Food Bank in a professional and ethical manner in accordance with the Association of Fundraising Professionals Code of Ethics with donors, prospects and in all aspects of work in the community

Please send cover letter, resume, desired salary range, and up to three writing samples to Tami Garris, Human Resources Director, at tami@daretocare.org.