



of SANTA CLARA and  
SAN MATEO COUNTIES

## Position Announcement Grants Manager

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### About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 320 nonprofit partners at more than 850 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit [www.SHFB.org](http://www.SHFB.org).

### About the Position

Do you want to work for a well-resourced, well-run organization that is #5 on the list of bay area nonprofits based on revenue? Do you want to join a collaborative, high performing development team? The overall Development team has a goal of \$39.5 million for FY 2017-18. The Grants Team is responsible for achieving revenue goal of \$4.5M for FY 2017-18. As a well-respected local nonprofit, Second Harvest enjoys the support of top philanthropists and foundations in Silicon Valley.

In this role, you will be directly responsible for sustaining and growing Second Harvest Food Bank's grants revenue. This position will develop and execute strategies to cultivate, solicit, and steward foundation and corporate grantmakers. The Grants Manager will foster cross-departmental collaboration to ensure that grantmaking to the Food Bank aligns with the priorities of the organization's current initiatives. Second Harvest seeks candidates with a flair for crafting compelling narratives. The successful candidate will possess impeccable written and verbal communication skills along with a proven track record of developing long-term, mutually beneficial relationships with both donors and internal stakeholders. Strong project management skills, an ability to juggle multiple competing priorities, and careful attention to detail are essential. This position reports to the Director of Major Gifts. You will also directly supervise and mentor the Grants Coordinator who will support you researching new grant opportunities, administrative functions, drafting compelling proposals and letters of intent, and completing required grant reports.

In this role, you will be a valued member of a flexible, collaborative, supportive work environment that fosters creativity and collaboration. Everyone on the team is passionate about the mission of the organization and doing work that is personally meaningful. Being a local nonprofit gives Second Harvest the flexibility to have a nimble work culture that allows every team member to contribute their skills outside of their specific job function when appropriate and helpful to the overall goals.

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BING CENTER  
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### **This job might be for you if:**

- Have experience managing all aspects of the donor cycle for grantmakers; including identification and qualification of prospective grantmakers; strategizing and executing on a plan for engagement and cultivation; soliciting each grantmaker appropriately; and providing meaningful stewardship and follow-up.
- Enjoy building long-term, mutually beneficial relationships with current grantmakers. Listen to each funder's evolving goals for impacting the community and develop grant proposals that are responsive to these desired outcomes. Cultivate relationships throughout the year, beyond simply submitting a grant proposal and required reports.
- Are adept at collaborating cross-departmentally with appropriate staff members to build a case that reflects the current priorities of the organization, establish achievable grant outcomes, and recognize donor impact. This will include organizing and facilitating regular Grants Management meetings with appropriate cross-departmental team members to discuss requests for proposals; recommend programs and grant deliverables that align with funder priorities and parameters; and constructively evaluate unsuccessful grant applications.
- Are skilled at writing, editing and finalizing grant proposals and reports, as well as other donor solicitation and engagement materials as needed. Ensure that all formatting and other funder guidelines are met and all requested documents are included.
- Can handle challenging relationships with the utmost diplomacy, whether dealing with external or internal customers.
- Are able to multi-task in a high-paced environment, determining how to juggle competing priorities and manage donors' expectations.
- Enjoy researching prospective grantmakers and evaluating their alignment with key Food Bank initiatives, and cultivating new prospects to help Second Harvest achieve its revenue goals.
- Will represent Second Harvest at informational grant meetings hosted by foundations and other events as appropriate.
- Are committed to maintaining the integrity of funder records in the Raiser's Edge database, including data entry of grant proposals, solicitations, reports, and other contacts (emails, phone calls, meetings, etc.) with grantmakers. You will also maintain an organized filing system of all grant materials.
- Will be provide and be accountable for grant revenue projection recommendations to the Director of Major Gifts.
- Can steward sensitive information and data with integrity and confidentiality.

### **Qualifications**

- Bachelor's degree or higher preferred
- Relevant work experience and track record in grants management
- Experience managing staff
- Ability to juggle multiple projects with superb accuracy
- Significant level of computer proficiency including strong MS Office skills, data entry/retrieval and internet research capabilities
- Genuine interest in the mission and activities of a food bank

<b>Reports To:</b>	Director of Major Gifts
<b>Positions Reporting to Grants Manager:</b>	Grants Coordinator
<b>Location:</b>	Cypress Center - 4001 North First Street, San Jose CA 95134
<b>Hours:</b>	Full-time, Exempt. Regular schedule with very occasional evenings and weekends
<b>Compensation:</b>	Competitive salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and retirement plan.

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