



Opportunity: Grants and Institutional Giving Coordinator

FLSA: Full Time (40 hours/week), Non-Exempt (Hourly)

Supervisor: Director of Development

Position Description: The Grants and Institutional Giving Coordinator assists the Development Department in achieving the agency's fundraising goals by supporting the organization's foundation, corporate, and government grant program, including writing grant proposals, submitting grant reports, and stewarding relationships with new institutional giving prospects.

Primary Responsibilities:

1. Grant Writing

- Research, write and submit corporate, government, and foundation grant proposals.
- Prepare and maintain annual grant calendar.
- Develop and maintain grant benchmarking system to track grant status and progress toward funding goals.
- Maintain foundation files, attachments, budgets and all necessary data needed for grant processes. Update Raiser's Edge with contacts, proposal history, and call/meeting notes to facilitate the sharing of institutional knowledge.

2. Grant Reporting

- Submit interim and final grant reports as required by funders.
- Ensure all grant reporting requirements are met.

3. Foundation Research and Stewardship

- Conduct research on new foundation giving prospects with a shared interest in the work and mission of Mama's Kitchen.
- Lead tours of our kitchen, provide program updates, and build relationships with donors and foundation leadership.
- Develop and implement key strategies to grow Mama's Kitchen foundation giving base.

4. Corporate Volunteer Program

- In coordination with the Director of Development and Executive Chef, lead Mama's Kitchen Corporate Group Volunteer Program. Schedule volunteer groups, confirm the number of volunteers, supervise group activity, and follow up with acknowledgment.
- Develop and implement key strategies to grow Mama's Kitchen's workplace giving and workplace matching gift revenue streams.
- Serve as the primary point of contact to secure and increase current and prospective corporate donations through business donations, in-kind gifts, grants, and food drives.
- Work with the Marketing and Event Coordinator to convert volunteer groups into new Mama's Pies sales teams, Mama's Day event sponsors, and donors.

Other Duties:

5. Provide support at Mama's Kitchen fundraising events including Mama's Day, Tree of Life, and Mama's Pies.
6. Perform other administrative and fundraising duties as needed by the Development team;
7. Special projects and other duties as assigned.

Required Skills:

1. Bachelor's degree, with major in nonprofit management, business, communications, or a related field
2. Preferred 3 years' experience in fundraising and/or grant writing
3. Working knowledge of Word, Excel, Outlook, and PowerPoint
4. Knowledge of Raiser's Edge a plus
5. Ability to lift 50 lbs.
6. Detail oriented
7. Ability to exercise excellent judgment and prioritization of responsibilities.
8. Comfortable with public speaking
9. Highly organized
10. Comfortable working with a diverse group of volunteers and staff; and
11. Demonstrable compatibility with the core values of Mama's Kitchen.

Vision Statement:

We envision a community where all individuals with critical illnesses are no longer vulnerable to hunger.

Mission Statement:

Mama's Kitchen, a community-driven organization, believes that everyone is entitled to the basic necessity of life – nutritious food. Our nutrition services improve the lives of women, men, and children vulnerable to hunger due to HIV, cancer, or other critical illnesses.

Mama's Kitchen Core Values

Dignity and Respect: Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

Reliability: Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

Integrity: Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

Diversity: Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

Team Work: Mutual effort and unity are the ingredients that allow our mission to succeed.

Equal Opportunity

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

TO APPLY: Send cover letter, resume and writing sample to jobs@mamaskitchen.org