



**Job Title:** GRANTS AND INSTITUTIONAL GIVING MANAGER

**FLSA:** Exempt (Salary)

**Full Time:** 40 hours/week

**Hourly Rate:** \$64,480 - \$65,500 Annually

**Benefits:** Medical, Dental, Vision (with employer contribution), Flex, Life, 401k w/ match. Generous time-off & 11 paid holidays.

**Supervisor:** Chief Development Officer

**Position Description:** The Grants and Institutional Giving Manager assists the CDO in achieving the agency's fundraising goals by managing the organization's foundation, corporate and government grant program, including managing the grant and reporting calendar; writing grant proposals; submitting grant reports; aggregating appropriate research and supportive narratives; gathering and interpreting necessary client, meal, and demographic data; and stewarding relationships with funders and new institutional giving prospects.

The ideal candidate will be passionate about the mission of Mama's Kitchen; possess a collaborative spirit and enjoy an open work setting; and incorporate the highest levels of ethics and professionalism.

**Primary Responsibilities:**

1. Grant Writing

- With guidance from CDO, research, write and submit corporate, government, and foundation grant proposals.
- Independently manage and submit grant applications as identified with CDO.
- Prepare, maintain, and update annual grant calendar.
- Develop and maintain grant benchmarking system to track grant status and progress toward funding goals.
- Prepare weekly progress reports for CDO and monthly reports for CEO and Board of Directors.
- Maintain foundation files, budgets, and all necessary data needed for grant processes. Update Raiser's Edge donor management software, Airtable tracker, and digital files with contacts, proposal history, and call/meeting notes to facilitate sharing of institutional knowledge.

- Provide appropriate grant information to Database Administrator and finance team to ensure proper accounting for pledged and received grants.

## 2. Grant Reporting

- Submit interim and annual grant reports as required by funders.
- Ensure all grant reporting requirements are met.
- Submit final reports as needed for stewardship, even when not required.

## 3. Research and Stewardship

- Conduct research on new institutional giving prospects with a shared interest in the work and mission of Mama's Kitchen.
- Assist with tours of our kitchen, provide program updates, and build relationships with donors and foundation leadership.
- Attend government city council meetings and publicly address council leadership to best represent Mama's Kitchen's work and need.
- Support the development and implementation of key strategies to grow Mama's Kitchen's institutional giving base.

## 4. Data Analysis

- Create reports and analyze client and meal data including number of clients served, number of meals provided, and demographic information management software for grant and funder reporting.
- Work with the Chief Program Officer and Director of Client Services to analyze and interpret client data to support grant goals and program success.
- Work with the Donor Stewardship and Government Relations Manager to analyze client data by zip code, city, and neighborhood.

## 5. Corporate Partnership

- As a key steward of corporate partners, support Mama's Kitchen's Corporate Group Volunteer Program.
- Develop and implement key strategies to grow Mama's Kitchen's workplace giving and workplace matching gift revenue streams.

6. Provide support at Mama's Kitchen fundraising events including Mama's Day, Tree of Life, and Mama's Pies.

7. Perform other administrative and fundraising duties as needed by the Development team.

**Other Duties:** As assigned by the Chief Development Officer

**Required Skills:**

1. Preferred bachelor's degree, with major in English, writing, nonprofit management, business, communications, or a related field.
2. A certification or continuing education in grant writing, proposal development and/or fundraising a strong plus.
3. Preferred 3 years' experience in fundraising and/or grant writing.
4. Familiarity with grants process of government funding agency(ies) (federal, state, or county level) a plus.
5. Experience working with budgets and finance departments.
6. Excellent writing, research, and organizational skills
7. Project management experience with demonstrated ability to build work plans and help a team complete the task on deadline.
8. Ability to work autonomously in scheduling and prioritizing a large number of deadlines.
9. Ability to exercise excellent judgement and prioritization of responsibilities.
10. Must be organized and detail oriented.
11. Comfortable with public speaking.
12. Proficiency in written and spoken English, outstanding attention to grammar.
13. Excellent knowledge of Word and Excel.
14. Working knowledge of Outlook, and PowerPoint.
15. Knowledge of Raiser's Edge and/or Airtable and/or Classy a plus.
16. Comfortable working with volunteers and staff from diverse walks of life.
17. Ability to work in multi-person multi-activity office space.
18. Demonstrable compatibility with the core values of Mama's Kitchen.
19. Ability to lift 50 lbs.

Covid 19: We require all employees to be fully vaccinated and provide proof of vaccination upon hire. Background Check: All employees are required to go through a background check. The final consideration for employment depends on clearing of a background check.

#### **Vision Statement:**

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition.

#### **Mission Statement:**

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

#### **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.

**Please send Resume and cover letter to [jobs@mamaskitchen.org](mailto:jobs@mamaskitchen.org). Applications without a cover letter will not be considered.**