

# Ozarks Food Harvest

## Job Description

<b>Position Title:</b>	Development & Grant Coordinator
<b>Classification:</b>	Full time; Non-Exempt
<b>Department:</b>	Development & Communication
<b>Reports to:</b>	Director of Development & Communication Development & Grants Manager

### Organizational Mission

At Ozarks Food Harvest, we're passionate about making a difference in the lives of others – especially those who are food insecure. We believe everyone deserves enough to eat, so they can lead a full and healthy life. We are committed to embodying Ozarks Food Harvest's values and engaging in the worthwhile mission of *Transforming Hunger into Hope*.

### Purpose

The Development Coordinator is responsible for donor-related mailing lists and correspondence, grant related activities and database reports. This position will perform a wide variety of fundraising and communication activities to further Ozarks Food Harvest's mission, vision and values.

### Development & Grant Activities

- Work with the Development & Communication Department to carry out strategies and activities that steward, educate and cultivate donors about our mission to *Transform Hunger into Hope*
- Responsible for a variety of **donor stewardship activities**
  - Identify and download donor listings and mailing addresses from database for newsletters, monthly memos, EOY donor letters, annual reports and special appeal mailings
  - Prepare mailing lists, including identifying, researching and removing duplicate profiles
  - Identify donors/gifts that needs stewarding, following donors along the giving continuum
  - Write and edit well-articulated, accurate and timely updates for grant makers, foundations and major donors
  - Respond to requests from funders in a professional and timely manner
  - Draft pledge reminders, invoices and in-kind donation acknowledgements as needed
- Support the Development & Grants Manager with **grant-related activities**
  - Research and identify potential funders and open grant opportunities
  - Acquire working knowledge of our mission, programs and hunger statistics to create impactful and persuasive communication and proposal development
  - Communicate inter-departmentally to gather data and information
  - Draft comprehensive grant applications/proposals and timely reports as requested
  - Edit and proofread text of grant proposals and applications for adherence to RFP requirements
  - Customize cover letters to provide thank-you acknowledgment to external grantors
  - Enter gifts from external grantors into donor database
  - Customize award cover letters to member agencies for grants and pass through gifts
  - Forward thank-you letters from grant recipients to donors

- Generate **database reports** necessary for donor recognition and grant reporting
  - Maintain accurate and up-to-date record-keeping of all donor contacts and activity in database
  - Maintain tracking and reporting system for active grant awards, submittals, reports and prospects, as well as agency grant awards and pass through funding
  - Track open grant reporting metrics (individuals served, meals provided, reports submitted)
  - Reconcile lists of data to identify discrepancies and ensure accurate reporting
  - Draft monthly board presentations via PowerPoint to ensure accurate statistics and donor recognition
- Assist the Development & Grants manager with correspondence as requested

### **Skills, Education & Experience**

- Two or four-year degree preferred
- Must have prior office experience
- Must be highly accurate and meticulous in recordkeeping
- Proficiency with Microsoft Office software; strong working knowledge of Word and Excel, familiarity with PowerPoint
- Experience with database entry, maintenance and management.
- Excellent verbal and written communication skills
- Strong grammar and proofreading skills
- Knowledge of basic accounting skills
- Must be self-driven and able to work independently with minimal supervision
- Must be highly organized with the ability to handle multiple priorities and fast paced deadlines, with a positive attitude
- Commitment to Ozarks Food Harvest's mission to *Transform Hunger into Hope*
- Maintain level of professionalism, accuracy and confidentiality at all times

The Development & Communication team is responsible for all fundraising and communication initiatives targeting community members, donors, agencies and volunteers. This position provides an individual the opportunity to join our team and experience engaging and meaningful work, while benefiting from competitive pay and full benefits.

This job description does not list all the duties of the job and is not a contract for employment. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in the job description. Ozarks Food Harvest has the right to revise this job description at any time.

### **To Apply**

No phone calls or drop-ins, please. Applications and/or resumes without a cover letter will not be reviewed.

Please email resume and cover letters to Cassie Hanson, Development & Grant Manager at [chanson@ozarksfoodharvest.org](mailto:chanson@ozarksfoodharvest.org).