



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

**FLSA:** Non-Exempt (Hourly)

**Full Time:** 40 hours/week

**Hourly Rate:** \$25-\$28.50 per hour

**Supervisor:** Grants & Institutional Giving Manager

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

**Position Description:** The Grants and Institutional Giving Coordinator assists the Grants Manager and Chief Development Officer in achieving the agency's fundraising goals by supporting the organization's foundation, corporate and government grant program. The Grants and Institution Giving Coordinator supports these goals by writing grant proposals; submitting grant reports; aggregating appropriate research and supportive narratives; maintaining the shared grant and reporting calendar, gathering and interpreting necessary client, meal, and demographic data; supporting stewardship activities with assigned donors, and conducting new institutional prospects research.

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 Grant and Institutional Giving Manager and CDO, research, write and submit corporate, government, and foundation grant proposals.
- Independently manage and submit grant applications as identified with Grant and Institutional Giving Manager.
- Independently manage personal grants and reporting calendar and collaboratively update department grants and reporting calendar.
- Monitor and update grant benchmarking system to track grant status and progress toward funding goals.
- Prepare weekly progress report for Grant and Institutional Giving Manager and support development of monthly report for Board of Directors meetings.
- Maintain foundation files, attachments, 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 for pledges.
  - Work with Grant and Institutional Giving Manager and CFO to develop project budgets as needed for grant proposals.
  - Work with Accounting Department to ensure timely and accurate billing and receipt of appropriate expense documentation.

## 2. Grant Reporting

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

## 3. Research and Stewardship

- As assigned, 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.

## 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.

## 5. Corporate Partnership

- As a key steward of corporate partners, support Mama's Kitchen Corporate Group Volunteer Program.

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

## 7. Support the organization's mission and foster a better understanding of our impact through occasional cross-functional support of other departments including engagement with volunteers and clients.

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

**Other Duties:** As assigned by the Grant and Institutional Giving Manager

### **Required Skills:**

1. Preferred bachelor's degree, with major in English, writing, nonprofit management, business, communications, or a related field.
2. Preferred 2 years' experience in fundraising and/or grant writing.

3. Intermediate knowledge of Word and Excel.
4. Working knowledge of Outlook, and PowerPoint.
5. Knowledge of Raiser's Edge and/or Airtable and/or Classy a plus.
6. Must be highly organized and detail oriented.
7. Ability to exercise excellent judgement and prioritization of responsibilities.
8. Comfortable with public speaking a plus.
9. Comfortable working with volunteers and staff from diverse walks of life.
10. Ability to work in multi-person, multi-activity office space.
11. Demonstrable compatibility with the core values of Mama's Kitchen.
12. 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 yearly 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)**