

**Grants Specialist
Food Literacy Center
Sacramento, CA**

About Us:

At Food Literacy Center, ***we inspire kids to eat their vegetables***. Food Literacy Center came to life in July 2011 to fill a critical gap: we engage volunteers, AmeriCorps members and staff to help individuals improve their knowledge, attitude, and behavior towards real food. Partnering with afterschool programs and libraries, we teach food literacy education to 1,200 (and growing!) K-6th graders in low-income schools a week, using fun, approachable lessons teaching kids to cook, about nutrition, and where their food comes from. Our kids become food adventurers!

Why our work matters:

- Despite being America's Farm-to-Fork Capital, Sacramento has a 40% childhood obesity rate, and many students and families live in food deserts.
- Overweight kids have a 70-80% chance of staying overweight for their entire lives, and obesity disproportionately affects low-income and minority children.
- Obesity is now regarded as more damaging than smoking or drinking.
- Being overweight can negatively impact a child's self-esteem, behavior, friendships, and academic performance.
- All of these problems are preventable--if we eat our vegetables. But we have two generations of Americans who do not know how. That's where we come in.

We believe food literacy matters. Learn more about us at www.foodliteracycenter.org.

About this peachy position:

At Food Literacy Center, our funding depends on strong grant support. In the 2017 fiscal year, grant funding was nearly 39% of our income. Our programs depend on these dollars. As the Grants Specialist, you will identify and develop grant revenue streams to support programming. This role is deadline-focused and will manage grants, soup to nuts, from researching potential funders, to writing strong proposals, and providing thoughtful, well-written reporting. This position reports to the Operations Director..

Here's what you'll do as our grapefruit Grants Specialist:

Lead and manage grant writing process, reaching a goal of \$340,000 for 2018, increasing annually.

- Research and outreach to potential funders, ensuring a good fit for the organization.
- Write engaging and effective proposals and LOIs, completing work ahead of deadlines and effectively telling the Food Literacy Center story.
- Coordinate with Operations Specialist and CEO in creation of grant budgets.
- Collaborate with Program Manager on grant outcomes and deliverables.

- Maintain Grants Boilerplate, ensuring up-to-date organizational and program knowledge.
- Coordinate meetings with funders and the CEO, as needed.
- Maintain grants calendar.

Manage reporting process, including:

- Work closely with Program staff to ensure grant compliance.
- Collaborate with Program Manager to gather information required for grant reports.
- Write robust grant reports, completing work ahead of deadlines.

Manage all grant reports, including:

- Create and maintain reporting system.
- Set regular meetings with CEO to develop grant strategy.
- Providing monthly reports CEO for inclusion in Board of Directors reports.

Other duties as assigned.

As Grants Specialist, you'll exhibit these competencies:

- *Written and Verbal Communication:* Exceptional ability to write compelling stories about Food Literacy Center. Ability to create reports and communicate regularly to staff and donors.
- *Achievement Orientation:* Demonstrates an ability to meet and exceed goals and expectations. Lives up to the high standard the community expects of our nonprofit.
- *Project Management:* Able to manage competing priorities at once. Keeping a focus on results and is highly organized.
- *Relationship Management:* Work effectively with all members of the team and with funders.. Manage up and sideways.
- *Detail Orientation:* Have an eye for details, ensuring no balls are dropped and work produced lives up the high standard of the non-profit.
- *Deadline-focused:* Completes work ahead of schedule and does not miss deadlines.

All about you!

You'll be successful in this position if you

- Have 3-5 years experience researching and writing foundation and government grant proposals and reports
- Have superior writing, editing, research, and computer skills
- Are deadline driven
- Have a deep commitment to the mission of Food Literacy Center
- Are highly motivated, able to self-manage, flexible, able to multitask, maintain confidentiality of sensitive information
- Have experience living/working in the Sacramento region of California
- Have a bachelor's degree, or equivalent experience counts, too

Extra points if you

- Have a background in public health or nonprofit
- Have experience working in a small, entrepreneurial, growing team
- Have an understanding or familiarity with local food, food systems, and nutrition
- Have experience working with food literacy and/or AmeriCorps programs
- Have basic cooking skills (Home cooking is OK!)

Other things to know:

We offer a unique, healthy work culture that celebrates teamwork and vegetable eating!

- This is a part-time, 2 day per week, non-exempt position (paid hourly) that is not benefits-eligible. Compensation is competitive, depending on experience. Work will be conducted out of our homey office in the Curtis Park neighborhood of Sacramento.
- Benefits include cell phone reimbursement and PTO.
- Given that we are a start-up nonprofit in growth mode, a flexible schedule is necessary. This position does require some nights and weekends
- There is minimal travel required for this position. You'll need to be able to lift 40 lbs
- We love our veggies, so a vegetable costume may be worn on occasion!
- Because food literacy is at our core, we require all employees to successfully complete Food Literacy Academy certification
- Additionally, you must pass a Department of Justice background check and have a negative TB test

Ready to apply? Great!

Please submit a resume and thoughtful cover letter outlining the reasons you should be our Grants Specialist to carmen@foodliteracycenter.org, subject: Grants Specialist. Please include your compensation needs in your cover letter. This position will remain open until filled.

Food Literacy Center is an Equal Opportunity Employer. We encourage applicants of a diverse background to apply.