

**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: to help individuals improve their knowledge, attitude, and behavior towards real food. Partnering with afterschool programs, we teach food literacy education to 1,200 (and growing!) K-6<sup>th</sup> graders in low-income schools, 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.
- 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](http://www.foodliteracycenter.org).

**About this peachy position:**

At Food Literacy Center, our funding depends on strong grant support. Grant funding is 40% 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 \$250,000 for 2021, 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 Program Manager 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 and Program Manager to develop grant strategy.
- Providing monthly reports to 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 nonprofit.
- *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 funded foundation and government grant proposals and reports
- Have superior writing, editing, research, and computer skills
- Are deadline driven
- Are strategic
- 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 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
- 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 via telework during the pandemic, otherwise, from our office in 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 50 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 [hr@foodliteracycenter.org](mailto:hr@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.*