

## **POSITION TITLE: Grants and Stewardship Manager**

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### **GENERAL DEFINITION AND PURPOSE OF WORK:**

The Grants and Stewardship Manager is responsible for securing financial support through the mechanics of the grant process, from many constituent types but especially foundations and corporations, to support the operations and programs of the Food Bank. The Grants and Stewardship Manager works with colleagues to identify funding needs, researches and develops grant proposals, and manages the entirety of the grant funder relationship including financial and reporting requirements.

The Grants and Stewardship Manager reports to the Director of Development.

### **DISTINGUISHING FEATURES OF THE POSITION:**

The Grants and Stewardship Manager is an integral member of a dynamic, highly collaborative Development team whose strategic pillar states: *To connect and engage donors and the communities we serve with FAKH's mission, vision and values.*

### **ESSENTIAL FUNCTIONS/TASKS:**

#### **Grant Strategy, Seeking, and Writing**

- Identifies, writes, and monitors compliance of grants that fund FAKH programs and operations
- Meets regularly with management and program staff to identify funding needs and to vet funding opportunities for strategic fit, mission, and staff capacity
- Conducts on-going research of untapped grant opportunities
- Maintains up-to-date data on FAKH and hunger-related research for use in writing grants, proposals, and other funding use
- Collaborates with the Director of Development to establish annual goals and targets for grant income
- Collaborates with management and program staff to develop goals and objectives for Food Bank programs
- Works with across teams to identify strategic, program expenses in FAKH's operating budget, and quantifies their funding value (i.e., how much does it cost to operate the Mobile Food Pantry this year?).
- Maintains Food Bank profile information on external websites (i.e., Charity Navigator, GuideStar/Candid, and others as they emerge)
- Monitors and responds to national grant funding trends to react to changing trends (through prospecting, adjusting proposals, focused solicitations, etc.)

#### **Grant Administration and Evaluation**

- Collaborates with appropriate departments on grant restrictions, spend-down, and carry-over grant funds, monthly, annually and as needed
- Coordinates with management, finance, program staff and grantors to ensure compliance of grant requirements
- Maintains a tracking system to ensure grant application and reporting deadlines are met
- Maintains grant files and CRM records
- Achieves CRM/database proficiency sufficient to extract basic reports, analysis of initiatives, and to monitor funder behavior
- Ensures accurate and timely documentation is maintained for updates to donors as well as auditor requests

- Collects data to contribute to quarterly and annual data reporting and analysis
- Develops and implements evaluative tools for use in determining program impact

### **Donor Stewardship**

- Ensures public recognition of grant funders and other restricted gift donors on FAKH's website, social media, and other outlets as appropriate
- Produces and coordinates delivery of;
  - Acknowledgement Letters
  - Case for Support
  - County Impact Reports
  - Programmatic Impact Reports
- Coordinates with program staff to implement program evaluations to measure and communicate impact to grantors
- Compiles reports documenting the achievement of grant goals and objectives to present to funding agencies and management staff
- Monitors grants process and provides stewardship letters, status reports, and evaluations to funders. Meets with grantors to steward their support when appropriate.

### **EXAMPLES OF EXPECTED DECISION MAKING:**

- Developing tools and strategies to meet deadlines
- Identifying and researching grant funding prospects
- Screening funding opportunities to assess the appropriateness
- Seeking out information for grant reports
- Identifying stewardship opportunities to personalize the relationship with funders

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent written and oral communication skills
- Knowledge of grant-writing principles and ability to conduct necessary research
- Demonstrated ability to perform complex research including IRS 990s, analyze information, and interpret complex regulations and guidelines including the funding landscape from family foundations, DAFs, corporate foundations and institutional giving
- Demonstrated ability to compose reports and organize into presentations
- Knowledge of basic evaluation methods and tools
- Experience with creating and tracking grant budgets, understanding and interpreting organization-wide budgets and funding needs.
- Self-starter who works well autonomously/independently and as a member of a highly collaborative team
- Demonstrated ability to establish and maintain effective relationships with associates, donors, and organizations
- Skill using technology to write, manage a calendar, produce spreadsheets and utilize a CRM database
- Must possess good organizational, administrative, and interpersonal skills

### **EDUCATION AND EXPERIENCE:**

- Minimum 2-3 years of relevant grant-writing and/or grants management experience is preferred
- The position requires occasional work in the evenings and on weekends and a Kentucky driver's license with a good driving record is required

Last updated: February 2025