



**ABOUT NOURISH PIERCE COUNTY:**

Nourish Pierce County is the largest, oldest network of food banks directly serving people in need in Pierce County, Washington. We serve our clients with compassion, dignity and respect. With seven food bank locations and two mobile food banks serving 18 additional sites, Nourish shares food with 7% of Pierce County each year. We provide each client with enough food to make three nutritious meals a day for three days for everyone in their household. Nourish food banks operate on a self-serve model, allowing clients to select the foods that best meet their needs. For more information on Nourish Pierce County please visit: <https://nourishpc.org/>

**POSITION TITLE:** Grants and Communications Manager

**REPORTS TO:** Director of Development

**STATUS:** Full Time - Exempt

**PURPOSE:** This position is responsible for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Grant Writing:

- Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals to foundation, government and corporate sources.
- Work with Director of Development to establish annual grant calendar to include projected revenue. Update and report out monthly.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with accounting to gather information necessary to report to corporate, government, & foundation funders on current grant programs.
- Comply with all grant reporting as required by donors.
- Provide stewardship to current donors, including providing regular written updates (newsletters etc...) to all foundation/corporate donors.
- Make appointments with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, trustees).
- Work with Director of Development and Executive Director to provide development input on all written institutional materials (including Annual Report, brochures etc...).

- Assist with other fundraising projects as requested.
- Maintain a respectful, friendly and cooperative environment where all are treated with compassion, dignity and respect.

#### Communication:

- Actively develop communication and marketing strategy and planning activities.
- Implement approved communication & marketing campaigns.
- Seek out client stories and advocacy issues to highlight at events and in publications.
- Develop and design marketing and communications materials for the agency.
- Coordinate printing and distribution of marketing and communication materials including print, social media, press releases, newsletters, e-newsletters, brochures, and on-line giving.
- Ensures consistency in all agency communications.
- Update Nourish website weekly.
- Serves as agency spokesperson as needed.
- Trains others to serve as spokesperson as needed.

#### Public Relations

- Assist with the development and implementation of Nourish Pierce County fundraising events and outreach efforts that are critical to the organizations success such as the annual auction and luncheon.

#### Record Keeping

- Maintain current records in database and paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide written materials necessary for donor stewardship (visitor number & diversity, program attendance, etc...)

#### Customer Service

- Handle customer service issues with diplomacy. When issues occur, provide a response within 2 days or sooner to donor/foundation/organization.
- Talk with funders on an annual basis to gather feedback

#### Professional Development

- Participate in appropriate workshops, conferences, and community meetings related to food banks and administration, and maintain current required certifications.
- Attend and participate in staff meetings

#### **Performs other duties as assigned**

#### **COMPETENCIES:**

- Minimum of two years experience with grant writing
- Previous experience with non-profit fundraising
- Experience working in deadline-driven environments
- Able to work well in a team environment, handle multiple assignments and meet deadlines
- Able to monitor and meet income goals

- Current Washington state driver's license
- Ability to interact effectively with the community
- Demonstrated computer and written literacy required.
- Ability to communicate effectively with a broad and diverse audience

**PHYSICAL DEMANDS:**

- Must be able to lift up to a min of 30 lbs.
- Must be able to work independently
- Must be able to sit or stand for eight hours
- Must be able to communicate clearly using a phone
- Must be able to provide accurate information

**COMPENSATION AND BENEFITS**

This is a full time, exempt position with a salary range of \$45,000 to \$49,900 depending on experience. We also offer a generous benefits package including: employer-paid medical, dental and vision insurance; a 403(b) plan and organizational match of up to 3% of your annual salary; paid vacation and sick leave and ten paid holidays per year.

**HOW TO APPLY**

To apply, please send cover letter, resume and 3 professional references to Angela Seretis, Director of Development, at [angelaseretis@nourishpc.org](mailto:angelaseretis@nourishpc.org). This position will be open until filled. Incomplete applications will not be considered.

Nourish Pierce County does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability, or any other basis of discrimination prohibited by law.