

Full job description

Position Title: Grants and Development Coordinator

Location: Remote (Florida, Washington DC, or NYC preferred)

Salary: \$55,000 - \$75,000

Status: Full-time, salaried, exempt

Reports to: Strategic Advisor/Development Director

To apply: Please submit a resume and cover letter, and sample grant application with appropriate redactions when necessary.

ABOUT US: The Fair Food Program is a worker-led human rights program designed to protect and empower farmworkers. It works through a partnership that benefits everyone in the supply chain: workers, growers, retailers, and consumers. Because of the Program's unique approach, farmworkers can confidently report issues without fear, Participating Growers can swiftly and competently address any problems and learn to prevent them, and Participating Buyers can count on a secure and ethical supply chain.

From extreme poverty to sexual harassment and even modern-day slavery, farmworkers have faced abuses at work for decades, even centuries. Because workers are the only actors in the supply chain with a vital and abiding interest in seeing that their rights are effectively monitored and enforced, they have, in the case of the Fair Food Program, constructed a system that actually works.

HOW YOU'LL CONTRIBUTE TO OUR MISSION:

- Maintain our grants management system using best practices.
 - Draft compelling, accurate, and clear grant applications and reports, and assist in drafting donor impact reports.
 - Research potential funding opportunities with private and public foundations and institutional funders.
 - Work with various internal departments to complete funding applications and reports. E.g., coordinate with the finance department to create grant budgets and track grant spending; partner with the aligned programs to accurately explain project details and provide project proposals and updates to funders.

- Build effective relationships with foundations and institutional funders on behalf of the Fair Food Program.
- Implement and maintain our Fair Food Sustainer Program, i.e., the FFP monthly donors. Utilize our email marketing platform to tailor marketing campaigns.
- Work with the director of development and director of communication on fundraising and communication strategies.
- Serve as a representative of the Fair Food Program, effectively presenting the FFP's mission and projects verbally and in writing.

TO SUCCEED IN THIS ROLE, WE'RE HOPING YOU'LL HAVE:

- **A demonstrated commitment and enthusiasm for Fair Food Program's mission and respect for our core values:** Farmworker Human Rights; Worker-Driven Social Responsibility; Conscious Consumer Advocacy; Partnerships & Collaboration
- **Strong writing, editing, proofreading, research, and grammar skills.** Making complex topics easily understandable and interesting through your writing, while tailoring communications and grant applications to suit audience needs.
- **Excellent computer and technical skills.** This requires you to have experience using a CRM, and foundation prospect research tools such Foundation Search, Guidestar, WealthEngine, and EveryAction to identify opportunities. You have a strong proficiency in Microsoft Office and G-Suite.
- Additionally, you have excellent organization skills to track all foundation and sustainer interactions in the CRM ensuring detail and precision in data input. You are versed in pulling specific reports and are willing to be an expert in our CRM.
- **Demonstrated strategic and creative thinking in relationship building and donor alignment.** You know how to manage ongoing communications to various parties. You have strong presentation skills, with the ability to be personable and communicate effectively.
- **Proficiency in interpreting RFPs, tax documents (i.e. 990s) and other sources of information to inform fundraising approach.** You also consistently stay informed about trends and best practices in grant writing and fundraising.
- **Budget reporting experience.** You have experience creating grant budgets and understanding how to make a budget compelling.

- **Strong project management skills** and the demonstrated ability to prioritize tasks and manage stakeholders so that multiple projects can be completed effectively, simultaneously, and on time. You have the ability to work efficiently and meet deadlines.
- **Flexibility** and understanding that we are sometimes called into areas of the work that are tangentially related to our core responsibilities. Willingness to contribute where possible.
- **Spanish language proficiency is preferred but not required.**

EQUAL OPPORTUNITY EMPLOYER

We put this belief into action by striving to apply a diversity, equity, and inclusion lens to every aspect of employment, from how we hire and recruit, to how we determine compensation and benefits, to the training and development we offer, and the working conditions we create.

We are an equal-opportunity employer and give all qualified applicants consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances.

WORKING CONDITIONS AND TRAVEL REQUIREMENTS

Fair Food Program is a remote first organization and the Grants and Development Coordinator will be expected to work primarily from home with an excellent internet connection, though part-time office space may be available.

Occasional national travel may be required for organizational meetings and other events.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to remain in a stationary position at a computer terminal for an extended period. The person in this position frequently communicates with colleagues both verbally and in writing and must be able to exchange accurate and thorough information.

ANTICIPATED SALARY

The salary range for this position is \$55,000- \$75,000 commensurate with experience. This base compensation range represents the anticipated low and high range of wages for this position. Actual salaries will vary and will be based on various factors, such as candidate's location, qualifications, skills, competencies, and proficiency for the role. Information on other benefits may be found on our Careers Page.