

Job Title: Grants and Stewardship Associate  
Supervisor: Director of Foundation Relations



**We** are a mission- and purpose-driven non-profit organization which serves those who suffer from food insecurity throughout Los Angeles County. We provide food to more than 300,000 clients on a monthly basis and distributed 70 million pounds of food in 2017 to children, seniors, working families, veterans, and other neighbors in need. We work with more than 650 agencies such as churches, schools, and other community outreach programs to distribute food across Los Angeles. We aim to accomplish our mission of mobilizing resources to fight hunger in the community by operating under our established values of respect, stewardship and accountability, collaboration, urgency, service, integrity, and diversity.

**You** are detailed-orientated, an excellent writer and have excellent interpersonal skills. You are excited to research and finalize grant proposals to help the organization achieve its Mission. Your exceptional organizational and communication skills are needed in our fast-paced, deadline driven, team-focused environment. Your advanced Excel, Word, knowledge of Raiser's Edge and enthusiasm for the issues of food insecurity makes you the perfect fit for our organization. Working at the Food Bank you'll quickly feel the passion that we have for our cause, a passion that we hope you share with us. Join the Food Bank in feeding Los Angeles; we are looking for someone just like you!

**We offer a competitive benefits package:**

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan
- Employee Assistance Program
- Vacation: 80 hours
- Sick Time: 72 hours per year

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> or e-mail your résumé, cover letter and grant writing sample to [jobs@lafoodbank.org](mailto:jobs@lafoodbank.org)

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer".