



## **Position Announcement:**

Grants & Impact Manager

### **About Us**

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore (Foodbank) has provided more than 400 million meals to neighbors in need. Serving eleven cities and counties where one in ten individuals faces food insecurity, we play a vital role in the fight against hunger by collecting, storing, and distributing nutritious food. We also work toward long-term self-sufficiency by addressing the root causes of hunger. Our mission is supported by dedicated volunteers, generous donors, and compassionate community partners. Together, we strive to ensure no one in our community goes to bed hungry.

### **Position Overview**

The Grants & Impact Manager leads the development, submission, and stewardship of institutional funding proposals to support the Foodbank's programs, operations, innovation initiatives, and capital needs. Reporting to the Director of Giving, this role combines persuasive writing with data analysis to communicate measurable impact and secure sustainable funding.

This position manages the full grant lifecycle-including prospect research, proposal development, reporting, compliance, and renewal tracking- while maintaining a proactive annual grants pipeline. The ideal candidate produces an average of 3-5 high-quality proposals, applications, and reports per month and collaborates cross-functionally to translate program outcomes into compelling, funder-ready narratives.

### **General Duties and Responsibilities**

#### **Grant Strategy & Prospecting**

- Research and identify institutional funding opportunities aligned with organizational priorities.
- Build and manage a pipeline of new, renewal and multiyear grants.
- Monitor funding trends in hunger relief, health equity, and human services to inform

long-term strategy.

### **Narrative Development & Proposal Writing**

- Develop tailored proposals grounded in program data and community impact
- Clearly articulate funding needs, implementation plan, measurable outcomes, and organizational capacity
- Collaborate with the neighbor experience team, operations, finance, and development teams to ensure accuracy and alignment

### **Impact Measurement & Data Integration**

- Collect, analyze, and interpret quantitative and qualitative data for proposals and reports
- Translate metrics into clear, funder-ready language.
- Maintain accurate grant records for tracking and reporting

### **Grant Management & Reporting**

- Manage submission deadlines, compliance requirements, and reporting schedules
- Prepare interim and final grant reports
- Track grant spend-down and coordinate with finance
- Maintain strong funder relationships through consistent communication

### **Cross-Organizational Collaboration**

- Partner with senior leadership to align grant strategy with organizational priorities and program evolution.
- Provide funding insights to support program sustainability
- Support internal storytelling and impact communication efforts

### **Essential Skills & Qualities**

- Exceptional writing, communication, and storytelling ability
- Independent, creative, and strategic thinker
- Strong analytical skills; able to interpret data and articulate impact

- Curious, proactive, and able to engage deeply with program work
- Meticulous attention to detail and strong accountability
- Ability to manage multiple projects and meet deadlines
- Experience with grant writing, nonprofit development, or program evaluation preferred
- Budget Management

### **General Expectations**

- Commitment to the Foodbank's mission, vision, and values; support a culture of philanthropy across the organization.
- Ability to work effectively in a fast-paced environment with diverse individuals.
- Commitment to diversity, equity, and inclusion.
- Perform additional tasks as assigned.

### **Required Skills, Abilities & Certifications**

#### **Required:**

- Bachelor's degree in business, communications, public administration, marketing, or related field (or equivalent experience)
- Advanced understanding of nonprofit grant processes
- Strong written and verbal communication skills
- Experience managing multiple deadlines and projects
- Proficiency with CRM systems and database reporting
- Ability to analyze data and create clear impact summaries

#### **Preferred:**

- Three or more years in grant writing, prospect research, or institutional fundraising
- Experience securing multiyear grants

#### **Working Conditions**

- Monday–Friday; hours vary based on meetings, deadlines, and events.
- Occasional local and national travel required.

- Occasional evening and weekend work for meetings and events.
- This is not a remote position. Primary work location: 800 Tidewater Drive, Norfolk, VA 23504.

### **Compensation & Benefits**

- \$60,000 annually
- Medical, dental, and vision insurance
- Generous paid time off
- 11 paid holidays
- One-week paid office closure
- 401(k)
- Professional development opportunities

### **Equal Opportunity Employer**

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer and encourages applications from individuals of all backgrounds, including all races, ethnicities, national origins, religions, genders, ages, veteran statuses, sexual orientations, and abilities

Applicants can email their resume and cover letter to our Director of Human Resources at [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org).