**Mid-South Food Bank**

**Grant Writer**

Reports To: Executive Director of Development & Marketing Status: Full-Time FLSA: Exempt Hours: 8:30 a.m. to 5:00 p.m. Monday - Friday; other as required

The Grant writer is responsible for researching, writing and coordinating the grant application process, management of proposals and using Mid-South Food Bank (MSFB) donor database for research and reporting. The Grant Writer must be able to write coherent, organized and compelling proposals and to apply knowledge of fundraising methods and plans to reach income goals. The Grant Writer collaborates with MSFB team members to assist with grant information and use of grant funds on behalf of our grant stakeholders.

**Responsibilities:**

* Write high-quality grant proposal narratives, applications, and support documents
* Responsible for researching, collecting data, and writing of each grant.
* Manage the proposal and report submission process to ensure timely submission of all required materials.
* Work with department managers to compile financials and data.
* Develops and maintains a proposal calendar.
* Coordinate and follow-ups on the progress of submitted proposals.
* Develops an annual grants strategy
* Conduct prospect research to identify, cultivate and solicit new grants
* Collaborate with the Executive Director of Development & Marketing to compile annual report.
* Perform other duties as assigned.

**Qualifications:**

* Bachelor’s degree in English, Journalism, Communications or Marketing.
* Minimum 3 years grant writing experience.
* Proficient with measuring and reaching income goals.
* Proficient with MS Office Word and Excel. Knowledge of nonprofit donor software/CRM a plus.
* Excellent knowledge of fundraising information sources.
* Excellent communication skills, both verbal and written.
* Strong people skills.
* Excellent organizational skills.
* Ability to meet deadlines.

Salary Range: $50,000 - $57,000

Apply: Send resume and cover letter to [HR@midsouthfoodbank.org](mailto:HR@midsouthfoodbank.org) or mail to 3865 S. Perkins Rd., Memphis, TN 38118 ATTN: HR