



ISLAND HARVEST has the following exciting position available:

Grant Writer/Institutional Giving Manager

This dynamic individual will steward and expand Island Harvest's sizeable portfolio of foundation, corporate, government and individual supporters.

Responsibilities include:

- Research government and private foundation funding opportunities, identifying those that are a good fit for Island Harvest Food Bank.
- Analyze RFPs, prepare summaries for, and lead meetings with senior staff to discuss RFPs that are up for consideration.
- Lead the preparation and development of grant proposals, including all external and internal outreach and planning required and the drafting of the narrative, budget, and all attachments; ensure that all internal and final deadlines are met and proposal components are being addressed by relevant staff, including development and program staff.
- Initiate communication with essential Island Harvest Food Bank staff, including program managers, finance staff, and external partners needed for the preparation of high-quality grant proposals.
- Participate in regular meetings with Island Harvest Food Bank staff to discuss grant projects.
- Coordinate the submission of grant reports.
- Attend outside training related to fundraising and grant development, programs and policies; and attend all internal meetings related to maximizing fundraising opportunities for Island Harvest Food Bank.
- Act as a liaison between funders; cultivating meaningful relationships
- Write and prepare fundraising materials, including concept papers, information packets, and brochures.
- Assist in the development of Island Harvest Food Bank's annual fundraising goals and action plan to achieve them.
- Develop a high level of expertise in programs and services of Island Harvest
- Create timely acknowledgment letters for gifts received
- Manage and ensure organizational voice is consistent to brand
- Other duties as assigned.

The ideal candidate will have the following:

- Bachelor's degree or a minimum of five years of successful grant writing



- 5 years' progressive experience in producing successful grant proposals.
- Exceptionally detail-oriented written and verbal communication skills.
- Excellent research, analysis, synthesis, and presentation skills.
- Exceptional project management skills, including relationship building and time management.
- Ability to work effectively and flexibly to produce high quality work products in an extremely fast-paced, deadline-driven environment.
- Ability to receive and integrate constructive critiques and feedback into work.

In addition to the above, candidates must:

- Demonstrate attention to detail and be comfortable with numbers.
- Thrive in a fast-paced work environment.
- Be self-starters who can both take direction and contribute ideas.
- Be able to work independently on projects and meet deadlines.
- Maintain appropriate records.
- Have prior experience using Microsoft Office (Excel, Outlook, Word).
- Have the capability to work well on their own while still being a team-player.
- Be willing to work occasional nights and/or weekends, as needed.
- Be willing to travel throughout the region, as necessary.
- Be able to carry up to 30 pounds

No relocation packages offered. For immediate consideration, please forward your cover letter, including salary requirements and resume to Randy Rosenberg at resumes@islandharvest.org. Please include a past grant proposal that you have written, no longer than 5 pages, with your submission. It is perfectly acceptable to omit or black out any confidential information. Responses without salary requirement and prior grant proposal will not be considered. No phone calls, please.

Island Harvest is an Equal Opportunity Employer

About Island Harvest: Island Harvest serves as the bridge between those who have surplus food and those who need it, supplying 500+ community-based nonprofit organizations on Long Island with critical food support to help stem the advancing tide of hunger in our communities. Island Harvest is a member of Feeding America, the largest hunger-relief organization in the country. In support of our mission to end hunger and reduce food waste on Long Island, Island Harvest is actively involved in educational and hunger awareness programs to inform the public about the insidious, but often



unrecognized, problem of hunger here, in one of the wealthiest regions of the country, and how individuals, businesses, schools and commercial food establishments can make a difference.