



NORTH COAST FOOD WEB

Position: Grants Manager

Part time | .5 FTE

Start Date | January 5, 2023

About North Coast Food Web

Founded in 2011, [North Coast Food Web's](#) (NCFW) mission is to **cultivate healthy communities and a vibrant economy through food producer support services and improved access to local food**. Our vision is a community that is home to a diverse and thriving group of farmers, fishers, foragers, and food makers that can start and sustain their food businesses on the North Coast.

Our organization is made up of 6 staff (including this position) and 7 volunteer board members who are passionate about creating positive changes in our community food system. We work collaboratively to create an inclusive, respectful and fun workplace and programs. This is a new position in the organization and is best suited for a flexible self-starter who is excited to co-create this role with us.

We invite candidates for this position who align with our staff values, which are:

- **Food Sovereignty and Equity;**
- **People Over Profit;**
- **Connection and Working Together; and**
- **Responsiveness, Listening and Growing.**

Position Overview:

Writes and administers grants, and works with the Board Development Committee and Executive Director to create a comprehensive annual grants plan and calendar. NCFW has an established volunteer Development committee, an Executive Director with prior Development experience, and some pre-existing relationships with major donors and foundations to build on.

Position Details:

- **Location:** Ideally, Astoria, Oregon. Position may be done remotely, with a minimum presence in Astoria 2-4 times per year (depending on your location) to work directly with other staff.
- **Hours:** This is a part time position (20 hrs/week), with reasonable flex/comp time, with potential to grow into a more full time position
- **Salary:** \$26,500 starting pay
- **Benefits:** 100% employer paid health insurance, limited funds for professional development (the first year this will be spent in USDA grant mentoring), generous paid time off and leave policy, annual meaningful raises without need to negotiate.
- **Reports to:** Executive Director

Key Responsibilities (with estimate % of time spent on each one):

- **Grant Writing and Administration (80%)**
 - Leads grant research
 - Leads grant writing to foundations and governmental bodies, working with the Board Development committee and Executive Director
 - Administers grants, in collaboration with the Operations Manager
 - Coordinates cooperative grant writing with other organizational partners
 - Maintains the grants portion of our database and runs reports for staff and Board
- **Other duties as assigned or self-initiated (20%), including but not limited to:**
 - Advises the Operations Manager on aspects of our public face and communications that may impact grants work
 - Drafts occasional communications for our newsletter, social media accounts, and website related to grants awards
 - Works with the Executive Director on annual fundraising plans and budgets
 - Attends staff meetings and, when requested, Board meetings

Required Experience and Skills:

- Minimum of 3 years experience in small nonprofit grant writing, administration and reporting. A combination of grants and communications experience may also work.
- Strong organizational and project management skills.
- Strong written and verbal communication skills.
- Ability to organize, track and effectively communicate detailed information.
- Proficient with using online tools such as G-suite, and CRMs, etc.
- Comfortable being part of a team in a strong growth and change phase.
- Ability and desire to work both autonomously as a self starter but also collaboratively across different areas of work.
- Commitment to advancing diversity, equity, inclusion and justice.

Ideal candidates will also have:

- Passion for food justice.
- Familiarity with the fundraising and grant writing scene in our region of Oregon.
- Experience writing and/or administering USDA and State of Oregon grants.
- Experience working with marginalized and underserved communities; experience advancing diversity, equity, inclusion and food justice

Regardless of prior experience with USDA grants, this position will be working with a USDA grant writing expert during their first year for mentoring and support.

To apply:

Send us your resume and answers to the following questions (in lieu of a cover letter) in about one page. Don't worry about formatting this as a cover letter. Please use this subject line: "Grants Manager (your last name)" and email to yana@northcoastfoodweb.org. You can also direct any questions to Yana at that address.

- 1) Please tell us about your experience with grant writing and administration, highlighting your skills. If you do not have this direct experience, tell us why you think you have the skills to do this work.
- 2) Have you ever worked with government grants? If so, please describe your work, particularly with the USDA. Alternately, what is the most complex grant proposal you've been involved with? How did it go?
- 3) Our staff values are:
 - a) Food Sovereignty and Equity;
 - b) People Over Profit;
 - c) Connection and Working Together; and
 - d) Responsiveness, Listening and Growing.What do these values mean to you? What do you think of when you hear the phrase "food justice"?
- 4) What interests you about this position? What passion would you bring to this work?

Hiring Timeline:

Applications received by November 11th will be given priority for consideration.

First round of interviews and dialogue with Yana will be the week of November 14th. All candidates will hear from us by then.

Second round of interviews with additional staff will be the following week. We intend to make an offer by December 1st.

Position begins January 5th.