

Job Title: Institutional Giving Officer
Department: Development
Reports To: Leadership Gifts Manager
Classification: Regular, Full Time, Exempt
Location: Concord, CA

Who We Are

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

As a key member of the Development team, the Institutional Giving Officer is responsible for communicating the needs of our community along with the importance of funding critical programs that respond to those needs. From prospecting to reporting to closing, the Institutional Giving Officer oversees all aspects of the grant process and is essential in securing funding to support the Food Bank's programmatic objectives.

Essential Duties and Responsibilities

- Serve as the primary writer for the Leadership Gifts team for grant proposals and reports to institutional funders. Ensure request and report language is timely and refreshed regularly.
- Serve as primary point person for prospect research for foundation, corporate, and government funding prospects.
- Gather and maintain updated hunger statistics and program data to support grant proposals, reports, and external and internal communications. Ensure this information is accessible and up-to-date for all members of the Development team.
- Oversee a detailed calendar of timelines for grant proposals, reports, and communications with current and prospective funders. Ensure all deadlines are met.
- Liaise with Finance Department on budget preparation and reporting. Conduct monthly check-in meetings.
- Liaise with Program staff to keep up-to-date on details of program service delivery and ensure compliance with grant administration.
- Record all grantmaking activities in donor database (Salesforce).
- Prepare monthly fundraising reports for Food Bank leadership team and lead quarterly grant meetings.
- Provide assistance to partner agencies and Partner Distribution Organizations by sharing funding opportunities and assisting with proposals as requested.
- Other duties as assigned.

Qualifications

- Bachelor's degree and a minimum of 3 years' experience in nonprofit development with an emphasis on grant writing.
- Proven track record of successful grant and sponsorship applications at the \$10,000+ level.
- Excellent writing and editing skills with ability to translate program initiatives and impact into strong solicitation letters, proposals, and reports for a variety of audiences.
- Open to receiving feedback on writing and willing to adapt to fit a particular funder's preference.

- Solid understanding of best practices in institutional giving — familiarity with local business and foundation communities a plus.
- Proven track record working in a collaborative team environment with people of diverse backgrounds and circumstances. Strong understanding of the importance of building relationships and working together toward a common goal.
- Strong information technology skills, including demonstrated experience with prospect research tools, donor databases (Salesforce a plus), Microsoft Office applications and Google suite.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to prioritize and manage multiple projects at once in a fast paced, deadline-driven collaborative environment with people of diverse backgrounds and circumstances.
- Must be a self-starter with strong organizational and communication skills, attention to detail, and creative problem solving.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

Compensation and Benefits

This is a regular, full-time, exempt position. To ensure internal pay equity, the starting pay range for this position is \$76,000 - \$78,000 annually.

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and cover letter to hr@foodbankccs.org with the subject line: "**Institutional Giving Officer.**" Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Ave
Concord, CA 94520**

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.



Job Opening

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: <http://www.foodbankccs.org/careers>