

**Position Announcement-Grant Writer  
Mississippi Food Network  
Jackson, MS**

**POSITION SUMMARY**

Working in collaboration with leadership and staff across the organization, the Grant Writer is responsible for securing critical funding for Mississippi Food Network's mission and programs through compelling grant proposals to corporations, foundations and other grant-making organizations. The Grant Writer is responsible for managing the grants process for institutional donors, including writing compelling grant proposals, maintaining a calendar of proposal and report deadlines and stewardship activities, overseeing site visit logistics, and managing a portfolio of institutional donors.

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**RESPONSIBILITIES**

- Maintain an accurate calendar of all proposal, interim and final report deadlines for all current and prospective grantmaking entities.
- Manage grant proposal and reporting process. Establish priorities and target dates for information gathering writing, review, approval, and on-time submission.
- Write, revise and edit draft letters of inquiry, grant proposals and reports to grantmaking entities. Assemble information from multiple internal stakeholders, including program descriptions, objectives/outcomes/deliverables, implementation plans, timetables, staffing, budget, and evaluation.
- Manage logistics for institutional donor site visits. Prepare PowerPoint presentations, schedule appropriate staff to attend, and arrange facility tours.
- Produce thank you notes and all other required documentation and correspondence for grantmaking entities.
- Maintain electronic and hard copy grant files, including all essential documentation.
- Work with department leaders and staff to identify programs and activities that may be of interest to institutional funders and attend strategy meetings.
- Work closely with finance staff to produce grant budgets and financial reports and reconcile grantmaking and finance data.
- Conduct prospect research to identify new sources of funding from corporations, foundations, and other grantmaking organizations.
- Assist with other fundraising department activities as assigned.
- Other duties as assigned.

**QUALIFICATIONS**

- Bachelor's degree from an accredited college or university OR four years of professional writing experience
- 1-2 years of successful grant writing experience, preferred
- Outstanding written and interpersonal communications skills
- Outstanding time management and organizational skills

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- Outstanding attention-to-detail and copy-editing skills
  - Ability to manage multiple deadlines
  - Creative thinker with the ability to synthesize complex information from multiple contributors into clear, compelling writing that meets both funders' interests, guidelines and requirements, and the mission, interests, and goals of the food bank
  - Proficiency in Microsoft Office: Word, Excel and PowerPoint
  - Experience with Raiser's Edge and/or Raiser's Edge NXT or similar donor database system
  - Passion for Mississippi Food Network's mission
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- **Apply:** Applications are accepted by email or mail. Send your resume to Human Resources, Mississippi Food Network, PO Box 411, Jackson, MS 39205
  - [humanresources@msfoodnet.org](mailto:humanresources@msfoodnet.org) with the subject line "Grant Writer"

**We are an equal opportunity employer**