

Grant Writer Job Description

Job Title: Grant Writer

Reports to: Chief Development Officer

Hours: 20 hours weekly – Flexible during business hours: M-F, 8-5pm

Pay Range: \$28 - \$31/hr

Summary: Will manage the grant program for WFB and will assist with developing and implementing annual grant strategies to secure funds for unrestricted operating revenue and program funding. Will also work with team on other development related activities including community outreach, donor cultivation, and special events or projects.

Responsibilities:

- Identify and research potential foundation/corporate/government funders
- Compile and maintain data, research and statistics from local and national sources to be used for grants
- Work with program staff to develop and implement measurable outcomes and evaluation metrics
- Work with Director of Marketing & Communications to develop consistent program messaging
- Responsible for maintaining grants calendar with dates for all LOI's, applications and reports to ensure timely submission of new and existing grants
- Manage necessary budgetary requirements – will work closely with Chief Development Officer and finance staff to ensure fiscal accuracy
- Develop a comprehensive understanding of WFB programs and hunger relief efforts to write persuasive grant narratives
- Write and edit grant proposals with clear, structured and compelling language that aligns with funders' giving priorities
- Participate in all development team meetings and planning sessions to provide collaborative support for all development activities
- Be available for presentations, tours, food drives and special events as needed, which may entail occasional weekends and evenings
- Promote the mission of WFB in all dealings with the public including donors, volunteers, agencies, clients, media and the general public
- Adhere to Weld Food Bank Core Values

Qualifications:

- Bachelor's Degree required
- Minimum of three years of professional experience relevant to nonprofit development
- Demonstrated success of effective grant writing experience
- Excellent communication skills and writing style with thorough attention to grammar, formatting editing and style
- Must be able to work independently and collaboratively as a member of a team
- Knowledge of effective prospect research techniques
- Proficient in Microsoft Office and knowledge of internet and database applications
- Excellent time-management skills with attention to detail for deadlines
- Ability to work with minimal supervision using independent judgment for decision making
- Willing to perform additional departmental duties/projects as needed

Please Note: *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time with or without notice.*

Updated: March 2026