



## **JOB DESCRIPTION**

### **Grant Writer**

**Location: New York, NY**

New York Common Pantry (NYCP) is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education, and hygiene services. We are a dynamic, mission-driven organization, experiencing rapid growth and expansion at this time.

NYCP is a poverty-fighting organization that reduces hunger and promotes dignity, health, and self-sufficiency by using a holistic approach to reach over 60,000 distinct people--over 500,000 guests each year. Last year, we served almost 8 million meals. Through an array of programs that we offer we look to establish long-term stability for those we serve.

NYCP is seeking a Grant Writer to join our Development team. Reporting to the Senior Director of Development and Communication, the Grant Writer is responsible to take a lead role to create corporate, foundation, and government grant proposals as well as interim and final reports.

The Grant Writer position is full-time and an exempt position. Monday through Friday 9 am- 5 pm. This role has flexibility for hybrid work but is required to be in the office at least three (3) times a week.

### **Responsibilities:**

- Develop funder inquiries, and write and submit proposals under the direction of the Senior Director of Development.
- Submit supplementary materials to complete interim and final reports.
- Establish contacts with new and existing funders; hold person-to-person calls and meetings as appropriate.
- Take a lead coordinating role with the program, fiscal, and other staff on grant-development teams.
- Prepare research on prospective institutional funders.
- Take part in the budget-projection process.
- Lead responsibility for maintaining the proposal calendar, tracking tools, and accessing government grant portals.
- Assist with grant processing procedures.
- Manage grants calendar and government grant portals. Carry out prospect research on new funders; contact new and existing funders by email, in-person, phone, and proposal budgeting.
- Maintain donor records in electronic formats, and hardcopy as needed.
- Develop reports using Raiser's Edge fundraising software as directed.
- Draft periodic language (newsletter, acknowledgments, annual report writing.)
- Contribute to special events and projects as part of the Development team.
- Other responsibilities as assigned.

### **Qualifications:**

- Bachelor's Degree is required.

- A minimum of three (3) years of Private and Public Grant Writing experience.
- Commitment to helping the communities in need and NYCP's work and mission.
- Strong written and verbal communication skills with an eye for detail and an articulate telephone. Excellent writing and organizational skills (writing samples required).
- Attention to detail and ability to multitask.
- Comfort in a fast-paced work environment and working under tight deadlines.
- Ability to interact and engage with funders, volunteers, and other supporters.
- Ability to work in cross-department teams with other NYCP staff.
- Knowledge of computer software including MS Word, Excel, PowerPoint, and project management software is a plus.
- Knowledge of Raiser's Edge or other fundraising database software.
- Familiarity with the NYC foundation and corporate funders is a plus.
- Effective team player and demonstrates a collaborative approach when working with colleagues.

*This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements, or working conditions associated with the job. While this is intended to accurately reflect the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and NYCP may exercise its employment-at-will rights at any time.*

Please note that NYCP requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation for bona fide medical or religious reasons. This ensures that NYCP's employees and participants are protected, and the organization can safely operate.

**To Apply:**

Please submit your resume and cover letter to: [jobs@nycommonpantry.org](mailto:jobs@nycommonpantry.org)

If you'd like to apply via mail, please submit your application to the address below:

Human Resources Department  
 New York Common Pantry  
 8 East 109th Street  
 New York, NY 10029

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

**Pay:** \$60,000 - \$65,000

**Benefits:**

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays
- Medical, Dental, and Vision benefits

- 403(b) Retirement Account
- Pre-tax Transit benefits
- Health Savings Account
- Life Insurance