

MEND | Meet Each Need with Dignity

10641 N San Fernando Road

Pacoima, CA 91331

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www.MendPoverty.Org



Job Description

POSITION TITLE:	Development Manager/Grant Writer
FLSA STATUS:	<u>FULL TIME</u> Non-Exempt
REPORTS TO:	Chief Development Officer
LOCATION:	Onsite with possibility to work on certain projects remotely
WAGE:	\$36 -\$38/hour (DOE)

MEND-Meet Each Need with Dignity is a nonprofit organization headquartered in Pacoima, CA serving the crisis needs of the most vulnerable community members. Operating the San Fernando Valley's most extensive Community Nourishment Programs, MEND distributes almost 4 million pounds of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families & the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving. MEND is an equal opportunity employer.

JOB SUMMARY

This position enables MEND's mission of meeting the immediate needs of low-income families and individuals and helping them thrive in the long-term. This includes supporting the organization's overall fundraising goals, delivering high-quality funding proposals and reports, and managing the development process, including cultivating relationships with individual and corporate donors. The position calls for a highly motivated and excellent grant writer, with a proven history of results in soliciting funds for programs, operating, events and capital needs. The position reports to and works closely with the Chief Development Officer (CDO).

ESSENTIAL FUNCTIONS:

1. Conducts prospect research to identify funding opportunities that are a fit for MEND, its programs and strategic plan.
2. Writes and submits highly fundable grant proposals to public (government) and private corporate & foundation funders.
3. Completes and submits all progress and accountability reports to funders on a timely basis and in collaboration with respective program and senior staff.
4. Partners with the CEO and CDO on soliciting and managing event sponsorships.
5. Develops and implements stewardship process aimed at cultivating deeper ties with all donors.
6. Creates procedures to increase efficiency and quality of the fundraising process.
7. Helps maintain MEND's calendar to ensure timely achievement of grant objectives.
8. Supports development of annual impact report, quarterly newsletter, and outcomes

reports.

9. Provides friendly, donor-centered customer service and represents MEND and its mission in a professional and positive manner. Supports a positive, respectful reputation for the organization.
10. Works cohesively MEND's development team to meet department goals, as well as working collaboratively with all MEND departments to support excellence and impact.
11. Other duties as assigned.

Qualifications:

- BA degree (required); MA degree (a plus)
- 5 to 7 years (at the minimum) of trackable, successful grant writing (foundation, corporate, government) experience, as well as donor cultivation and event planning
- Ability to maintain and meet multiple development projects and grant deadlines
- Demonstrate in-depth comprehension of MEND's mission, brand, programs and population served
- Successfully perform all aspects of fund development, solicitation, and donor stewardship including effective coordination with key internal and external stakeholders
- Above-average skill in setting priorities to meet deadlines
- Flexibility to respond to changing priorities and fluctuating workloads.

Other Qualifications

- Demonstrated understanding of best practices in fundraising
- Ability to handle sensitive materials and confidential information with discretion and tact
- Strong proficiency in operating a computer including Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Familiarity with Salsa Engage or other fundraising CRM.

TIME COMMITMENT: Full time; may include some evening and weekends and local travel.

All positions contingent on continued funding.

All employees on County-funded programs must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

To apply, please submit cover letter and resume to jobs@mendpoverty.org. Position open until filled.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. MEND is an equal opportunity employer.

MEND, named the 2022 Daily News Reader's Choice FAVORITE WORKPLACE, is an equal opportunity employer committed to a diverse and inclusive workforce. We foster a culture that honors different perspectives, opinions, and backgrounds. Company culture is at our core.

Culture

- Warm and welcoming environment
- Staff and volunteers have a passion for making the world a better place
- Investment in, care and appreciation for all employees
- Celebrate success together at staff meetings, annual holiday celebration and for outstanding achievements
- Emphasizes personal and professional skill development through quarterly performance appraisals and regular 1:1 meetings with management
- Commitment to program excellence and impact

Core Values

- Excellence in programs, outcomes, and operations
- Informed, holistic approaches through active listening and credible messengers
- Integrity in our actions, building trust in our community and donors
- Transparency and integrity in all we do
- Dignity & respect for those we serve and each other

MEND Sponsored Benefits:

- 100% of basic employee health, vision, dental, and life insurance coverage paid by employer; employee may elect to purchase a PPO plan or obtain coverage for eligible family members at their own cost
- 10 days of sick leave granted annually (pro-rated for part-time employees); ability to carry over up to 72 hours of unused sick time
- Option to participate in employer sponsored 403B retirement plan
- 16 paid days off: 14 holidays, 2 personal days (birthday and work anniversary)