

Ohio Association of Foodbanks

Location:	100 East Broad Street, Suite 501, Columbus, OH 43215		
Job Title:	Development Manager		
Reports to:	Zach Reat	Title:	Senior Director, Strategic Initiatives
Starting Salary:	Pay grade: 3	Hours: 40 / week	
	Type of position:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time		

Position Overview

This full-time position will directly support the development activities of the Ohio Association of Foodbanks (OAF), including solicitation, stewardship, and management of grants and contracts for the organization and its programs. The position will work closely with key staff to develop funding proposals and build out program implementation plans that are aligned with the organization’s core values, strategies, responsibilities, and the interests of the organization’s key constituents. The position will coordinate with key staff to track progress toward completion and reporting of key activities and metrics and will coordinate with administrative and program staff to ensure compliance with grant and contract terms, conditions, expectations, programmatic and fiscal reporting, and deadlines.

Essential Job Functions

- Identify opportunities for funding for new or expanded programs, in alignment with the organization’s core values, strategies, responsibilities, and interests and/or in consultation with key staff and stakeholders (foodbanks, funders, state agencies, etc.). Consult with executive director and key program staff about funding opportunities and facilitate a collaborative, strategic decision-making process about whether and how to build a competitive proposal that is aligned with the organization’s strengths, roles, and capacity.
- Lead the development of proposals for new or continued funding for core programs and contracts, which will include:
 - Facilitating meetings or other fact-finding processes/conversations with key program staff to develop a comprehensive program logic model to inform proposal development.
 - Conducting issue-area research, such as public-source data, internal network-driven data, successful case studies or evidence-based models, etc., to build a strong case for funding.
 - Drafting required proposal materials according to funder requirements, including project narratives, work plans, proposed outcomes, budget narratives, budget workbooks, etc. and reviewing them for accuracy and comprehension in consultation with key program staff and fiscal team.
 - Keeping the executive director and key staff informed throughout the proposal development process; facilitating a proposal review process before submission; collaborating with director of communications to coordinate any public announcements of awards as applicable; and collaborating with policy/program staff to communicate about awards/funded projects with applicable state/federal agency stakeholders, the OAF network, etc.
- Develop and maintain system to track key deadlines and deliverables, including application due date, continuation due date, grant/contract period, and reporting deadlines. Develop and implement standard operating procedures for processing and managing awards. Coordinate with key staff to develop and implement standard operating procedures for fiscal management, compliance with terms and conditions and industry standards, and accurate and timely tracking and reporting on programmatic grant deliverables and requirements.
- Draft narratives for grant reporting and coordinate mechanisms for collecting and reflecting metrics from given programs/departments as requested, including but not limited to grants made by private funders, federal program grants, and state-directed contracts. Ensure grant reports are completed in full, with good quality, and on time.
- Support management of pass-through funding and related procedures, such as funding earmarked for foodbank/network capacity building, consortium-based program models, sub-grant awards, etc.
- Manage one-time or recurring campaign relationships when approached by statewide partners or donors; ensure appropriate, timely acknowledgements are provided.
- Provide information related to grants and contracts to director of communications, director of finance, executive director, external auditors, etc. as needed for annual reports, audits, tax filings, disclosures, or other requirements.
- Attends work regularly and on time, as attendance and punctuality are essential functions for this position.

Other Duties and Responsibilities

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<ul style="list-style-type: none"> • Acts as an engaged member of the association staff and contributes to an inclusive, welcoming workplace. • Identifies new initiatives and best practices within other states for potential adaptation/replication. • Assists with identifying emerging needs and trends within the Ohio Association of Foodbanks network and related to its mission, its work, and its roles. • Assists the Executive Director and staff with other activities as requested. • Other duties as assigned. 			
Required Qualifications and Competencies			
<ul style="list-style-type: none"> • Bachelor's degree OR equivalent experience in relevant fields/roles, college degree preferred. • At least 3 years of grant/proposal writing experience required. • At least 2 years of experience with grant writing for public (state and federal) grants/cooperative agreements/contracts preferred. • At least 2 years of experience in hunger, health and human services, poverty, or adjacent issues preferred. • Demonstrated interest/experience in working with low-income communities and/or racially, culturally, and ethnically diverse communities. • Willingness and demonstrated ability to establish standard operating procedures and provide peer-to-peer support and coaching to implement and adhere to those procedures. • Excellent computer skills and proficiency in Microsoft Office, particularly Excel, Outlook, and Word. Experience with Adobe products, particularly form creation through Adobe Pro, preferred. • Ability to navigate online systems required for the submission of funding applications and reporting, including federal and state government systems. • A demonstrated commitment to high professional ethical standards and ability to keep confidential information. • Excellent interpersonal skills, and high comfort level working in and communicating with diverse environments, inclusive of business and government. • Strong attention to detail and organizational skills. • Ability to work cooperatively in a team environment and take a leadership role when required. • Willingness to work flexible hours including early mornings, late evenings and weekends as needed. • Must be able to remain in a stationary position for extended periods of time. <p><i>This job description reflects management's assignment of essential functions and other duties and responsibilities; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i></p> <p><i>The Ohio Association of Foodbanks is an equal opportunity employer. The association does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, age, parental status, military service, or other non-merit factor.</i></p>			