



## Grant Development Officer

### MISSION STATEMENT

Motivated by Christ's love, this position plays a role in promoting the holistic ministry of Food for the Hungry through the framework of the organization's Corporate Identity. Food for the Hungry seeks to walk with churches leaders and families in overcoming all forms of human poverty by living in healthy relationship with God and His creation.

### SUMMARY

The Grant Development Officer is responsible for the development of new grants in a specific country, in coordination with Program Managers, and provides technical assistance as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Key Result #1** – Conceptualize new and/or expanded programs in response to complementarity between areas of need, FH vision and funding opportunities
- **Key Result #2** – Proactively research appropriate funding sources, especially US government grant opportunities
- **Key Result #3** – Write and oversee development of grant proposals, submissions and reporting, in coordination with FH proposal development team (FH DC office, regional and local staff)
- **Key Result #4** – Assist other FH fields in understanding how to research and pursue funding opportunities, and provide training as needed.
- **Key Result #5** – Liaise with local donor representatives
- Other duties may be assigned

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty/function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Has a vibrant personal relationship with Jesus Christ, commitment to Food for the Hungry's Vision of a Community, agreement with mission and desire to actively participate in group devotions.
- Appropriate academic and experiential technical background.
- Strong relational and team-building skills.
- Highly organized, able to multi-task and manage priorities.
- Excellent written and verbal communication skills; proficiency in Microsoft Office Suite.
- Physical requirements: Ability to sit at a computer for 8 hours a day doing repetitive motions on a keyboard; ability to lift 25 pounds above shoulder height consistently; ability to stand for long periods, walking over rough, uneven or rocky surfaces at times.
- Ability to travel domestically and internationally up to 25% of time per year.

### EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from accredited four-year college or university in related field; two to three years experience implementing and/or managing a relief or development program in a developing country; or equivalent combination of education and experience. Grant writing experience necessary, preferably for US government grants. Masters preferred.

### SUPERVISORY RESPONSIBILITIES

To be determined.

### LANGUAGE SKILLS

Proficiency in spoken and written English. Other specific language skills may be required depending on location.