

Job title Grant Writer and Communications Associate

Reports to Chief Development Officer

Job purpose

Reporting to the Chief Development Officer, the Grant Writer and Communications Associate will play an important role in growing the organization's individual and institutional giving programs. This position is responsible for all phases of the foundation giving from grant research, to grant writing, reporting and stewardship. Additionally, the communications responsibilities include all print and digital communications efforts.

Duties and responsibilities – Grants (60% of focus)

- Manage all aspects of grant and foundation revenue.
- Conduct research on prospective sources of foundation revenue.
- Work in collaboration with development, program and finance staff to determine funding needs.
- Write letters of inquiry and grant proposals for program-specific as well as unrestricted funding, monitor grant budgets, manage reporting to funders and engage in stewardship activities with existing and potential funders.

Duties and responsibilities – Communications (40% of focus)

- Responsible for creation of print and electronic communication materials including mailed appeal letters, newsletters, e-blasts, solicitation packets, and the organization's annual report, including drafting and design. Working with the Administrative Assistant, manages distribution of communications.
- To ensure brand continuity, review and approve the content and style of all marketing materials, flyers, posts etc. created by staff.
- Maintain website, including creating and editing content.
- Works with all departments to create compelling social media content and coordinate strategy across platforms.
- Uses digital communications analytics and giving history reports to recommend and produce targeted communications to donors and prospects.
- Drafts and distributes press releases. Develops and maintains relationships with local press.

Qualifications

- Passion for nourish.NJ's mission
- A bachelor's degree. Graduate degree a plus.
- 2-4 years of relevant experience.
- Highly organized, detail-oriented, and resourceful.
- A self-starter with strong problem-solving capabilities.
- Comfortable working in a fast-paced environment and managing multiple pressing deadlines.
- Exceptional oral and written communication skills.
- Social media savvy.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Experience with Firespring preferred, willingness to develop expertise required.
- Ability to interact professionally with staff, Board members, volunteers, and other related agencies

Working conditions

Hours: 9 am – 5 pm, Monday through Friday, with an occasional weekend or evening as needed for event or donor visit.

Physical requirements

- n/a