



Job Description

Job Description Title:	Grants and Foundation Relations Officer	Primary Supervisor(s):	CDO
Location:	Hybrid/Gassaway	Travel Required:	50%
FLSA Classification:	Non-Exempt	Position Status (FT, PT, etc.):	Full-Time
General Workday/Week:	Monday – Friday 7:00-5:00 (38-45 hours); flexes between 4-5 day/week	Physical Demands:	Light/Sed
Required Education and Experience:	5-10 years grant writing and management experience. Bachelor's degree in a related field preferred.	Safety Sensitive:	No

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Using hands to finger, handle or feel			X	
Reaching with hands and arms			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing				X
Tasting or smelling	X			
Driving			X	

This position is described as **light/sedentary physical activity** performing non-strenuous daily activities of an administrative nature. This position requires lifting or carrying items less than 10% of the time. Frequency of weight lifted is as follows: up to 20 lbs. under 1/3 of the time. This position requires both close and color vision as well as manual dexterity sufficient to work with the fingers. This position requires the need to frequently attend meetings before and after work hours. The work environment is well lit, heated/air-conditioned indoor office setting with adequate ventilation. The noise level is moderate, as typical of a business office setting with computers, printers, light traffic, and phone conversations.

Equipment Used: Computer/laptop, telephone, copier, fax, scanner, printer, and related communications systems.

**Our Vision:**

We believe in a West Virginia where no one goes to bed hungry...today or tomorrow.

Position Summary

The **Grants and Foundation Relations Officer** has the primary responsibility for the oversight of all Mountaineer Food Bank (MFB) cultivation, solicitation and stewardship associated with grants, family foundations, and corporation foundations.

The successful candidate will demonstrate:

- Consistent achievement of grant submission deadlines
- Growth in institutional giving revenue
- Strong funder retention and stewardship
- Ability to manage multiple concurrent deadlines
- Collaboration across program and finance teams

Attributes & Values:

This position requires an individual that is passionate, focused and shows creativity around the Food Bank vision, mission, and values.

- **Motivated-** intrinsically motivated, diligent and push yourself to do your best work. Always looking for new ways to grow and improve.
- **Humble-** self-confident but not arrogant and quick to share credit and praise others freely. Willing to help the team get the job finished right.
- **Wise-** Emotionally intelligent and know how to communicate with and work well with others. Understand how your words and actions affect the people around you.

Mountaineer Food Bank uses the Working Genius model (www.workinggenius.com) to assess and identify attributes for each position based off the WIDGET model.

Essential Duties & Responsibilities:*Grant Writing*

- Develop streamlined process for grant identification, acquisition and follow up pertaining to all private grant activities with the goal to increase number of grant submissions through enhanced research and identification and by re-packaging language. Draft proposals, concept papers and reports to solicit and steward new and current family, private, and corporate foundations.
- Responsible for all administrative duties related to grants, including securing all necessary approvals, signatures, attachments and documentation.



- Maintain a portfolio and schedule of currently active and prospective grants and funders. Maintain accurate records in database, including grant/prospect tracking and follow up actions.
- Manages the preparation and submission of proposals and reports in a timely fashion, ensuring enough lead time is given to other staff contributing to the proposal including work with the program teams, CDO and CEO.
- Continually review and search for grant opportunities that align with MFB's mission and program activities.
- Maintain constant communication with the Development Team and particularly the CDO of any prospective grants prior to any outreach/application to ensure that alignment within MFB's programs and initiatives is maintained.
- Submit all reports (quarterly, mid and final) for grants to the funder by the deadline or before.
- Manage communication about the grant between impacted departments, the funder and the CDO.
- Maintain communication between responsible individuals on trackable metrics and data for final grant reports.

Donor Relations

- Assume primary responsibility for family, private, and corporate foundation cultivation, stewardship and retention.
- Activities include meetings, phone calls, letters, reports, emails and external and internal event attendance.
- Build relationships with new and current foundations to keep them engaged with MFB mission.
- Lead planning and strategy for foundation visits and other prospects.
- Work closely with Development Team to implement appropriate recognition opportunities for foundation supporters, including naming opportunities at MFB sites, press releases and social media highlights. Report back to donors on recognition.
- Maintain record of stewardship actions and contact reports in donor database.

Fund Development

- Assist in donor engagement for special events and community activities as needed or assigned in collaboration with the Development Team.
- Work with Development Team to strategize new potential donors and cultivate relationships with current donors.
- Work with Development Team to meet all benchmarks and goals of annual budget and the Capital Campaign.



Other

- Other duties as assigned by the CDO

Experience:

Must have 5-10 years' experience in grant writing and management. Bachelor's degree in technical writing or related field preferred.

Skills:

- Experience with donor CRM/database systems preferred (GrantSeeker).
- Superior Microsoft Office Skills
- Strong writing and oral communication skills
- Strong editing skills
- Strong project management techniques and experience.
- Ability to keep records and organization.
- Excellent communication skills and professional presentation to represent the Mountaineer Food Bank.

Physical, Mental, & Environmental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in a hybrid office setting with no more than 50% of monthly time remote, with occasional travel to other locations in MFB's footprint. Coordination of hybrid work schedule will be determined by the CDO.
- Sit, stand, walk, bend, kneel, and use hands, arms, and legs for dexterity, balance and climbing stairs.
- Must be able to sit for prolonged periods of time.
- Occasionally required to operate office equipment and machines, and recognize safety hazards in the workplace.
- Must be able to lift, carry, and balance objects weighing up to 25 pounds.
- Must be able to hear, see, read, and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.



- Demonstrate a professional demeanor in interactions with all MFB staff, agencies, donors, government officials and the public.
 - Keep informed and consistently practice the policies and procedures of MFB regarding compliance.
 - Possess knowledge of MFB and all programs.

Mountaineer Food Bank is an equal opportunity employer.

2026/JCM/AMB



Grants and Foundation Relations Officer

Feed. Engage. Strengthen.

Imagine a place where your talent can make a meaningful difference in people's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience. Our employees and volunteers work together as vital parts of a much larger mission: to feed our hungry neighbors in West Virginia. We are innovative, mission-focused, diverse, collaborative, value-driven, and focused on results. We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry and empower communities to end hunger.

What you'll do

We are seeking a highly motivated professional to research, write, submit, and manage grant proposals and reports that support the revenue goals of Mountaineer Food Bank. This role serves as the lead writer for letters of inquiry (LOIs), grant proposals, and funder reports, while acting as the primary liaison between corporate, private, and government funding partners and the Mountaineer Food Bank team.

Here are examples of what you'll be doing everyday:

- Research and identify grant opportunities from corporate, private, and government funding sources.
- Write and submit grant proposals, letters of inquiry, and funding applications.
- Coordinate the grant submission process and ensure all deadlines are met.
- Prepare and submit timely and accurate grant reports to funders.
- Collaborate with program staff to collect data, outcomes, and impact stories for proposals and reports.
- Maintain positive relationships with funders and serve as a key point of contact.

And then there's you...

- **Wise:** You are emotionally intelligent and know how to communicate and work well with others. You understand how your words and actions affect the people around you.

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- **Humble:** You are self-confident but not arrogant and are quick to share credit and praise others freely. You are willing to help the team get the job finished right.
- **Motivated:** You are intrinsically motivated, diligent, and push yourself to do your best work. You are always looking for ways to grow and improve.

Of course...

We are an equal opportunity employer, and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

The salary range is \$63,200 - \$73,200 based on experience plus a generous benefit package including health, vision, dental, and life insurance for the employee. This position also includes 11 paid holidays, generous paid time off, and a 401k option. We also believe in supporting each other and investing in our team's well-being and growth through providing in-house opportunities for professional and personal development.

This position is hybrid requiring 50% in-office work in our Gassaway headquarters.

If you see yourself fitting in this role, we would love to hear from you! Please send your resume, references, and cover letter to Alicia Bossie, Chief Development Officer, at abossie@mountaineerfoodbank.org by August 3, 2026.