



**Title:** Grants Coordinator

**Reporting to:** Director of Development

**Location:** Remote - Travel up to 15%

**About Swipe Out Hunger:** Founded in 2010, Swipe Out Hunger works to end student hunger on more than 550+ college and university campuses across North America. Swipe Out Hunger promotes on-campus solutions, policy and advocacy, and community building practices to address college food insecurity.

**Role Description:** Swipe Out Hunger is looking for a talented Grants Coordinator to collaborate with and enhance its existing revenue streams. In order to unify the Programs, Development, Advocacy, and Operations work, this position develops content for our donors through grant proposals, impact reports, and collateral material.

**Responsibilities:**

- Lead the writing, preparation, and submission of public, private foundation, and corporate letters of inquiry, proposals, and submissions, including drafting high-quality, creative, engaging cases for support, incorporating relevant research.
- Serve as an author for the team to convey technical information effectively.
- Gather information through research, statistical reports, and interviews with internal and external stakeholders.
- Coordinate with the finance team to build grant budgets.
- Support the maintenance of the grants submission calendar and provide regular updates on grant activities and deadlines.
- Deliver high-quality content for impact reports, donor meetings, and other development communications platforms.
- Carry out data entry and data management of the fundraising CRM, Bloomerang

**Qualifications:**

The following qualifications are representative of the high level of demonstrated skills, maturity, judgment and ability to work with a wide range of constituencies required of Swipe Out Hunger employees:

- 3 years experience or degree in grant writing, technical writing, or other related field
- Experience in using communication tools and assets, such as messaging, websites, social media, branding, communications plans, videos, and marketing campaigns

- Familiarity with Monday.com, Slack, Google Business, and other standard management tools
- An understanding of justice, equity, diversity, and inclusion language and work, and how communications can be a tool to uplift these priorities in a mission-driven environment
- Be a collaborative team player with a strong work ethic, attention to detail, time management, creativity, ability to problem-solve, and willingness to learn
- Able to balance multiple priorities and tasks, and ask for support when needed
- Demonstrate effective interpersonal communication skills, including the ability to offer constructive feedback and suggestions on projects
- Be organized, adaptable, a self-starter, and exhibit “follow through” on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability

### **Compensation & Benefits Package**

This is a full-time, exempt position with a salary between \$64,480-67,500 commensurate with experience. Swipe Out Hunger provides a supportive benefits package, including 100% coverage for employees. This includes medical, dental, and vision benefits, 401K retirement matching after 6 months on the job, ample flex time, a yearly professional development stipend of \$500, and an initial \$400 ‘Work Comfortably from Home’ fund to make your space yours.

### **Equal Opportunity Employer:**

We are an equal opportunity employer and are committed to cultivating a team that reflects the rich diversity of the population we serve. We do not discriminate on the basis of race, color, national origin, religion, age, sexual orientation, gender identity or expression, marital or domestic partner status, veteran status, medical condition, mental or physical disability which would not prevent the performance of essential job duties without reasonable accommodation.