



Grant Writer - Central Coast Position Announcement

Status: Full Time, Non Exempt

Reports To: Director of Development and Impact

Supervisory: Non-applicable

Primary Office: Aptos, CA with options for remote work in Northern California

Salary: \$65,000-80,000 commensurate with experience

JOB SUMMARY:

The Grant Writer will play a critical role in executing FarmLink's annual Development Plan. Working closely with the Director of Development and Impact, this position will provide key support that includes, but is not limited to: researching grant opportunities, crafting compelling written proposals and approaches to foundation, government and corporate sources of funding, collecting and verifying supporting documentation, working with program staff to design compelling approaches, and managing a grant lifecycle and funder relationship cultivation process across various funders. This position will work closely with the Development Team to find grant opportunities, and contribute to an overall strategy to secure new and diversified revenue sources.

This position will serve as a member of the Development and Communications team, and will be supervised by the Director of Development and Impact to steward a segment of FarmLink's revenue portfolio secured primarily from federal, state and foundation sources. This position is responsible for "project managing" the grant proposal development and submission process, and providing follow-up reporting to funders and donors. The position is expected to successfully work independently, and collaboratively with team members from across the organization, and support the full range of Development and Communications activities as directed.

During the initial stage of employment engagement, a successful candidate will be expected to accomplish the position's essential duties and responsibilities under direct supervision for a deliberate segment of FarmLink's 140+ donor and investor relationships. As the employee grows within the organization, opportunities to take on more responsibility across the organization's revenue and investment portfolio will be made available. These opportunities may include greater independence in stewarding funder and donor relationships, increasing the number of those relationships under the employee's management, and developing creative approaches to new sources of revenue and investment. Successful completion of the following duties, while proactively approaching these new opportunities will provide for a pathway to advance within the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Development and Fundraising

- Research grant opportunities that support the organization's mission and programs. Provide research briefings to the Director and CEO and make recommendations about prospects.
- Write structured, articulate, and persuasive proposals that make a strong case for funding.



- Prepare successful and timely proposal requests (including supporting documentation) to private foundations, banks and federal and state programs.
- Collaborate with Finance and Operations to prepare grant proposal budgets, and present them as part of the proposal request.
- Maintain FarmLink’s pipeline for all aspects of grant submission and reporting efforts with development and senior program staff.
- Maintain funder, donor and investor records to facilitate and track correspondence and stewardship activities in a “Moves Management” framework.
- Request relevant information, feedback, and staff support for grant proposals as needed.

Reporting and Accountability

- Collaborate with the Data and Impact Manager to produce timely, accurate data across FarmLink’s database to inform program reports and other communications needs.
- Collaborate with Program Managers for program updates on activities and outcomes to inform grant reports and other funder and investor communications.
- Produce clear, accurate reports for funders, government programs. Collaborate with Program leadership and other staff as necessary.
- Maintain FarmLink’s grant reporting calendar to ensure reporting and other due diligence requirements are met in a timely manner.

POSITION REQUIREMENTS & CORE COMPETENCIES

- Minimum 3+ years of relevant proposal writing or technical writing for fundraising and program development experience.
- Demonstrated experience in grant writing to produce successful proposals, and budgets, for projects or programs of \$100,000 minimum scope. Equivalent experience in successful project management can also be considered
- Proficiency with project management software, including Asana, and the Google and Microsoft Office software suite, with an emphasis in utilizing spreadsheets to present budget requests and interpret non profit financial statements.
- Experience using fundraising database software or Customer Relationship Management software. Experience utilizing Salesforce a plus.
- Ability to communicate technical subject matter through the written and spoken word to colleagues with tact, diplomacy and/or authority at all levels of the organization.
- Ability to handle multiple tasks and priorities, while meeting external deadlines.
- Ability to handle stressful situations with calmness and courtesy, while meeting deadlines.
- Demonstrated experience providing “solutions-oriented” problem-solving to execute project activities toward timely and successful completion. Project management experience highly preferred.
- Experience in the fields of agriculture, real estate, CDFI or small business lending, US Department of Agriculture (USDA) and Small Business Administration (SBA) programs, and/or community development finance experience a plus.
- Spanish-language fluency a plus, but not required.
- Minimum Associate Degree (B.S. a plus) or undergraduate degree in business or public administration, marketing, analytics, technology or related field, or the equivalent combination of education and work experience.



California FarmLink offers a generous benefits plan, including health insurance after 30 days, employer contribution to 403b retirement plan, paid vacation, paid professional development, and a family-friendly and flexible work environment. California FarmLink maintains a drug-free workplace and is an equal opportunity employer. **We seek candidates that represent the diversity of the communities we serve, and strongly encourage you to apply.**

How To Apply

Please email a thoughtful cover letter explaining your interest in the position and organization with resume to: humanresources@cafarmlink.org. **Candidates that progress through the interview process should be prepared to demonstrate past written work that satisfies the position requirements.** No phone calls please. Posted May 17, 2022; the desired start date would be on or before July 1, 2022.

ABOUT THE ORGANIZATION

California FarmLink invests in the prosperity of farmers and ranchers through lending, education, and access to land. FarmLink envisions a healthy food system where farmers and ranchers have opportunities to build wealth and conserve natural resources. We strive for equitable access to opportunity, resilient working landscapes, fairness and accountability, and learning from small farmers and ranchers from all walks of life. As a non-profit Community Development Financial Institution (CDFI), FarmLink has established one of the nation's most robust economic engines to grow sustainable, small farm businesses heralding from low-income rural communities throughout California. FarmLink is a growing, fast-paced organization made up of energetic professionals dedicated to making change in their community, and the world. We strive to foster a collaborative, team-oriented workplace that supports innovative and entrepreneurial approaches to small farm business development. FarmLink seeks inspired people with a passion for delving into issues of sustainability and social equity as related to California agriculture.

FarmLink believes that in order to advance a vision for a more inclusive, equitable food and farming system, we must likewise strive for a diverse, equitable and inclusive work environment that is supportive, transparent, and positive. We value curiosity, open communication, collaboration, and continuous learning from each other and the clients we serve. Each new addition to our team is an opportunity to bring new perspectives and approaches to meeting our mission, and we intentionally seek professionals from diverse life experiences that bring new points of view to help improve our service to the community. All Board and staff members abide by and practice CFL's values and Diversity, Equity and Inclusion (DEI) principles in their daily work, and you can learn about our commitment to DEI here: <https://www.californiafarmlink.org/dei-principles/>