



Open Arms of Minnesota Job Description: Grant Writer and Reporting Manager

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 4,700 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 4,400 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: March 1st, 2024

Closing Date: Until filled

Position Overview: This full-time, salaried position contributes to the fulfillment of Open Arms' mission by leading and managing the organizations' existing foundation portfolio, as well as seeking and securing funding from new foundations. The Grant Writer and Reporting Manager will research, write, and track all grants for the organization, realizing budgeted revenue. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all guests, clients, and fellow team members.

Primary Job Responsibilities:

- Manage and lead all foundation fundraising for the organization, from prospecting to soliciting and reporting, meeting annual budget goals.
- Maintain and implement comprehensive grant calendar, including cultivation and reporting.
- Write and submit complete and high-quality foundation, corporation, and government grant applications on time.
- Follow up with grant-making organizations during their review of a submitted grant application to supply additional supportive material if requested.
- Assist with maintaining and nurturing relationships with foundations and other funders.
- Identify new potential funding sources and conduct regular prospect research, keeping current on local, state, national and government opportunities.

- Work with the finance and program departments to prepare monthly, quarterly, and/or annual reports to government, foundations, and other funders as required.
- In collaboration with program staff, develop and implement monitoring procedures to track grant implementation.
- Multitask and manage several grant submissions or reports at once while working with various levels of staff to complete grant-related items.
- Maintain a working knowledge of the Open Arms of Minnesota mission and its programs.
- Participate in fundraising activities, staff, and department meetings.
- Work with team to leverage annual report, newsletters, emails, website, and external tools to promote overall mission.
- Assist other Department staff members with special events, speaking opportunities and community activities when requested to do so.
- Assist with community partner-related events involving displays, speaking opportunities and organizational representation when needed.
- Assist the team in recruitment, retention, and recognition of volunteers.
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking meaningful and positive interactions with them and maintaining a positive, friendly, helpful attitude always.
- Support the mission, value, and brand of Open Arms of Minnesota.
- Other related duties as assigned.

Requirements:

- 4+ years of demonstrated success researching, writing, and successfully obtaining foundation and other grants.
- 4+ years of experience working within a non-profit development department.
- 4+ years' experience writing reports and tracking data for grants.
- Experience in planning and working within budgets.
- Experience with philanthropic grants and foundation funding of non-profits.
- Demonstrated experience managing a grant calendar.
- Strong organizational and project management skills.
- Extremely detail-oriented, well-developed organizational skills and ability to handle multiple projects at the same time.
- Demonstrated advanced ability in MS Office – particularly in Word and Excel, and strong internet research applications.
- Strong ability to multi-task and work in high pressure settings
- Valid drivers' license and reliable transportation.
- Ability to think strategically, creatively, and proactively.
- Demonstrated ability to work independently and collaboratively.
- Ability to provide friendly, excellent collaborative service to internal and external constituencies.
- Ability to create and contribute to a positive team environment.
- Ability to work onsite at either location.
- Ability and flexibility to work occasional evenings and weekends.
- Sensitivity and commitment to diversity and ability to work respectfully with a wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Able to sit for extended periods of time and/or work on feet for extended periods of time.
- Ability to review and reply to documents and information on computer screens as well as to use a computer and variety of software programs.

Reports To: Chief Development Officer

Pay Rate: \$60,000-\$70,000 annually.

Locations: 380 E Lafayette Frontage Rd, St. Paul, MN 55107

2500 Bloomington Ave Minneapolis, MN 55404

Hours: 40 hours per week

To Apply:

Please send a resume and cover letter to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Ave, Minneapolis MN 55404

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, pet insurance, commuter-transit and parking, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity and accident insurance are also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer