



# The Kitchen, Inc.

<b>Job Title:</b> Grants and Volunteer Specialist	<b>Department:</b> Development	<b>Supervisor:</b> Development Coordinator
<b>Supervisory Responsibility:</b> No	<b>FLSA Status:</b> Full-time, Non-exempt, Hourly	

## Our Mission:

We bring stability and purpose to people who are homeless using our Values of Respect, Dignity, Quality, Service, and Compassion.

## Major Areas of Responsibility:

The Grant and Volunteer Specialist is responsible for identifying grant opportunities, developing compelling grant proposals, and managing volunteer programs to support the organization's mission and programs. This role requires a skilled communicator with the ability to secure funding through grants and engage volunteers effectively.

## Primary Responsibilities:

### Grant Writing:

- Research potential grant opportunities from various sources including foundations and corporations.
- Write persuasive and well-researched grant proposals tailored to meet the requirements of different funding organizations.
- Prepare comprehensive grant applications, including budgets, project descriptions, and supporting documents.
- Ensure timely submission of grant proposals and maintain a grant application calendar.

### Grant Management:

- Monitor and track the progress of submitted grant applications.
- Prepare and submit timely reports for grant-funded projects, detailing project outcomes and financial expenditure.
- Maintain strong relationships with grantors, acknowledging grants received and providing regular updates on project milestones.

### Volunteer Management:

- Recruit, train, and supervise volunteers to ensure they are equipped to fulfill their roles effectively.
- Develop and implement volunteer orientation programs, training sessions, and recognition events.
- Assign volunteers to appropriate tasks or projects based on their skills and interests.
- Regularly communicate with volunteers to maintain engagement and address concerns.

### Community Engagement:

- Collaborate with other team members to promote the organization's mission and programs within the community.
- Represent the organization at community events, donation drives, meetings, and networking opportunities to enhance visibility and support.

### Documentation and Reporting:

- Maintain accurate records of grant applications, awards, and reports.
- Prepare regular reports on volunteer activities, including hours contributed and impact achieved.
- Document success stories and testimonials related to both grant-funded projects and volunteer initiatives.

## Job Requirements:

### Education and Experience

- Bachelor's degree in a relevant field (such as nonprofit management, communications, or public relations).
- Proven experience in grant writing, with a successful track record of securing grants from various funding sources.
- Experience in volunteer management, including recruitment, training, and coordination.



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## Essential Skills

- Strong organizational skills, attention to detail, and ability to manage multiple tasks and deadlines effectively.
- Excellent written and verbal communication skills, with the ability to convey complex ideas in a clear and compelling manner.
- Proficiency in using grant databases, fundraising software, and Microsoft Office Suite.
- Self-starter with ability to hold self and others accountable; use resources wisely; work with minimal supervision.
- Time management skills to prioritize, plan, and direct work activities while maintaining flexibility in a fast-paced dynamic environment.
- Ethical – treating people with respect; keeping commitments; inspiring trust of others; working with integrity and principles; upholding organizational values
- Business acumen to understand business implications of decisions; demonstrate knowledge of market and competition; and align work with strategic goals

## Core Values

- Respect – Show humility, value diversity, while demonstrating high regard for each other’s differences.
- Dignity – Promote self-respect, pride and self-worth while inspiring the trust of others.
- Quality - Demonstrates accuracy, thoroughness, and competence while looking for ways to improve and promote excellence.
- Service – Taking action to create value for colleagues and participants by committing to their well-being, anticipating their needs, and working collaboratively to overcome obstacles and solve problems.
- Compassion – Appreciate others’ perspectives and be genuinely concerned for people who are at-risk or experiencing homelessness. Treat people with courtesy, politeness, and kindness.

## Other

- Valid Missouri Driver’s license and be approved as a driver by The Kitchen, Inc.’s insurance carrier
- Must pass background check and pre-employment drug screen
- Section 3 applicants encouraged to apply

## **Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is:

- Regularly required to speak and hear via the phone or in person.
- Regularly required to sit for long periods and use hands to finger, handle, or feel.
- Frequently required to stand; walk; reach with hands and arms.
- Occasionally climb or balance and stoop, kneel, crouch, or crawl.
- Frequently required to lift lighter items under 25 pounds.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities include close vision, and regular use of computer monitor.

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Signature

Print Name

Date