



Florida Introduces Physical Activity and Nutrition to Youth

Position Title:	Grant Writer
Reports to	Director of Development
Department:	Business Development
Position Type:	Full-time, Exempt

FLIPANY is a 501c (3) non-profit, community-based agency that serves to foster healthy lives through nutrition education, physical activity programs and wellness initiatives. FLIPANY is proud to service the South Florida Community (Miami-Dade, Broward, and Palm Beach County). Our innovative programs fight childhood obesity and hunger by focusing on healthy food preparation, food security, physical education, and access to food.

Primary Responsibilities Fundraising and Cultivation Activities:

FLIPANY is looking for a professional grant writer. The position is responsible for researching federal, state, & local grants, as well as foundation and corporate grant opportunities, discussing opportunities with leadership team, and completing successful grant applications. The position entails collaborating with Department Directors and Executive leadership to win grants that are the right fit for the agency, and to complete vibrant post award reports.

Responsibilities include:

- Manage FLIPANY’s grant funding efforts including researching opportunities, developing strategies overseeing the accuracy of grant applications, meeting all grant deadlines and compiling with monthly, quarterly, and year-end reports.
- Work closely with the Director of Business Development to seek new corporate, foundation, and government grant revenue sources.
- Maintain proficient knowledge of the organization’s history, structure, programs, ideals, and leaders.
- Recommend which grants to apply for based on the organizations’ strengths and goals. This includes learning who, and how, to involve them in the entire grant management process to obtain realistic and successful grant funding.
- Implement creative and innovative approaches to winning grants.
- Draft, edit and distribute marketing materials, internal newsletters, press releases, donor updates and other programmatic communications, as needed.
- Seeking out and represent FLIPANY at regional/community events, maximizing opportunities to drive awareness, educate and build relationships with prospective donors & clients.
- Research and nominate FLIPANY for local and national awards (completing applications).
- Collaborate with President/CEO and the Director of Business Development to send monthly newsletters and to promote program tours.
- Maintain accurate records in hard copies and in CRM database: Salesforce
- Identify and assess media, speaking engagements, sponsorships and other promotional opportunities for FLIPANY’s programs and for President/CEO.
- Support the development of FLIPANY’s annual reports, annual online fundraising campaign and update copy for website.



Qualifications needed:

- Three to five years of related experience as a Grant Writer or the equivalent in copywriting, journalism, technical writing & research.
- BS/BA in English, communications, journalism, creative writing, marketing, or relevant field is preferred.
- Excellent organizational skills and attention to detail.
- Analytical and creative thinker with exceptional communication and interpersonal skills both verbally and in writing.
- Excellent knowledge of fundraising information sources.
- Ability to meet deadlines.
- High level of proficiency in Microsoft Office applications (Word, PowerPoint, Excel). Adobe Creative Cloud, and Salesforce.

Operations, Infrastructure, and Other Roles:

- Manages data entry and development of our donor database (Salesforce), email distribution (Constant Contact), and website copy.
- Mission and values driven with a strong commitment to health equity.
- Detail-oriented and proactive approach to managing time-sensitive projects and competing workloads
- Open to and appreciative of feedback, responsive to direction and coaching
- Enthusiastic self-starter operating with sustained energy and showing great initiative
- Positive disposition and if not funny, at least good humored
- Flexible schedule outside of typical working hours, with the ability and willingness to work occasional nights or weekends as necessary
- Ability to provide own car, insurance, and valid driver's license.

Application Process and Other Details Limitations and Disclaimer:

The above job description describes the general nature and level of work to be performed; it is not meant to be an exhaustive list of all responsibilities, duties, and skills required for the position.

Timeline: Position will remain open until filled, though we expect to have our new Grant Writer in place before August. Applications will be reviewed and candidates considered on a rolling basis. A mutually agreed upon start date will be determined at the time of hire.

Employment Status: This is a full time, exempt position.

Confidential Application Process: Email your resume and cover letter summarizing your interest, qualifications, and experience to **Angie Rodriguez at arodriguez@FLIPANY.org** with Grant Writer Position in the subject line. Please no phone inquiries; we will contact you should we want to move forward with a phone screening and/or interview.

Equal Opportunity Employer: Qualified applicants from all cultures and communities are encouraged to apply.



FLIPANY reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains “at-will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.

FLIPANY is a Drug Free Workplace and Equal Opportunity Employer