



Grants and Development Specialist

Organizational Purpose: Our vision is for all Coloradans living with severe illness to have access to nutritious food that supports their health and well-being. To that end, we compassionately deliver comfort and support through high-quality nutrition services, including medically tailored meals, while also advocating for the principles of “Food is Medicine.”

Position Summary: This position supports Project Angel Heart’s foundation and government grants portfolio and broader institutional fundraising efforts by coordinating key aspects of the grant lifecycle—from prospect research, RFP review, proposal drafting and submission to reporting, and invoicing. The role works closely with program, finance, and development staff to gather information, maintain accurate grant records and deadlines, and help steward funder relationships. This position helps advance the organization’s Food is Medicine mission through strong organization, communication, and collaboration. This position supports annual institutional fundraising goals of \$2.5M - \$3M annually, and overall annual operating revenue goals of \$7M.

Amount of Time and Status: Full-time exempt, Monday – Friday; eligible for hybrid work after a 90-day onboarding period

Reports Directly to: Director of Institutional Partnerships

Compensation: Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental, and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Salary range is \$60,000-\$70,000.

Essential Responsibilities:

- Draft and coordinate high-quality grant proposals to current and potential funding partners in collaboration with the Director of Institutional Partnerships and Development team
- Conduct prospect research to identify new funding opportunities, review RFPs, and support outreach preparation
- Support annual grant planning by tracking deadlines, deliverables, and progress toward funding goals
- Support funder stewardship by helping coordinate communications, materials, and follow-up with institutional funders in partnership with the Development team
- Coordinate and lead funder site visits, as appropriate
- Coordinate grant reporting, including tracking deadlines and supporting timely submission of interim and final reports
- Completes government grant invoicing and documentation in coordination with the finance team
- Coordinate monthly grants team meetings and work with program staff to gather outputs, outcomes, and data for drafting proposals, reports, and invoicing

- Assist finance and program teams in preparing accurate grant proposal budgets and financial reports
- Maintain a comprehensive grants calendar with deadlines for proposals and reports
- Ensure accurate and up-to-date records in the organization's CRM, Raiser's Edge
- Stay informed on research, best practices, and trends related to Food is Medicine (FIM), public health, food access, and the grants industry
- Attend relevant trainings, and represent Project Angel Heart at funder meetings and community events, as appropriate
- Assisting with other development activities, as needed
- Other duties as assigned

Required Qualifications/Experience:

- Bachelor's degree or equivalent work experience required
- Grant or other technical writing experience required
- Three to five years of relevant experience in grants administration, development, nonprofit operations, or a related field preferred
- Experience working with Blackbaud's Raiser's Edge software, and Microsoft Office suite preferred
- Excellent written and verbal communication skills, including outstanding knowledge of grammar and ability to tailor writing tone and presentations for a variety of audiences and contexts
- Extreme detail orientation and accuracy with both numbers and written documentation
- Ability to balance, prioritize, and perform multiple tasks with deadlines of varying urgency
- Ability to create and consistently maintain multiple information organizational systems
- Ability to manage multiple-step processes, coordinate with co-workers as needed, and follow projects through to completion with appropriate supervision
- Willingness and ability to maintain confidential information and work with diverse populations
- Strong work ethic, dependability, and trustworthiness
- Valid Colorado Driver's License and own transportation preferred

Working Environment/Physical Activities:

Work environment is an office setting with some hybrid work flexibilities available. Physical activities include: sitting at a desk and working on a keyboard and computer; conducting business over the telephone and via email; and using fax, copy, and postage meter machines. Position may require driving a vehicle on occasion, moving agency materials up to 45 pounds, and moving materials of up to 45 pounds in and out of a vehicle. This position requires the ability to enunciate clearly and interface professionally with the public.

Application Procedure:

Please submit resume and a statement of interest or cover letter via email only to: jobs@projectangelheart.org. Please, no phone calls. Project Angel Heart values diversity and inclusivity and is always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately.