



## JOB DESCRIPTION

### **Communications and Grants Copywriter**

Kids' Food Basket is empowering communities to attack childhood hunger so that young people can learn and live. We began nearly 15 years ago by serving 125 kids each school day through our Sack Supper program, and now serve thousands of kids each school/summer program day throughout Grand Rapids, Muskegon and Holland. Sack Suppers are evening meals that provide nutrition that's critical to the development of kids' brains and bodies. Our organizational strategic areas focus on local growth and West Michigan growth, our Kids Helping Kids program, diversity and inclusion initiatives, and our community engagement programming.

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

This is a full time, exempt position. This position will be based out of our Grand Rapids office, with four days each month in our satellite locations (Holland and Muskegon).

### **Main Responsibilities**

#### Communications

- Programmatic copy writing (EDI, Sack Supper, KHK, and Urban Growing & Experiential Learning Programs) for all locations
- Collection and management of qualitative data (stories), including outreach with all constituent groups of Kids' Food Basket (i.e. staff, board, service families and students, volunteers, etc) at all locations
- Primary oversight of all social media copy writing, strategy and overall response tactics
- Editing and proofing all written and digital communications pieces
- Provide support related to strategy and execution of written and digital fund development campaigns
- Provide technical writing for the Executive Director, leadership team and/or anything Kids' Food Basket related
- Assist with general communications and marketing strategy and project execution as assigned by Communications Manager

- Copy writing and oversight of all awards submitted for Kids' Food Basket and Kids' Food Basket staff and constituents
- Represent Kids' Food Basket at community outreach events

#### Development

- Support in copy writing and editing of grant requests, renewals, LOI's and reports as needed
- Support Senior Development Manager in program evaluation
- Aid Grants Specialist in copy writing and editing annual updates of case statements and data presentation
- Support copy writing in development based projects, including appeal writing, presentation creation, editing and proofreading of grants and other special projects as assigned by Senior Development Manager

#### **General**

- Participate in and assist with daily tasks of Kids' Food Basket.
- At least 40 hours per week - flexible scheduling,
- Opportunity exists for professional advancement based on work performance and organizational need.

In addition to the duties stated above, the Employee shall perform such further and other duties required by the Employer.

#### **Skills and Qualifications**

- Strong writing skills
- Associates Degree; or equivalent work experience
- Detailed understanding of Kids' Food Basket's brand standards
- An understanding of civic engagement, fund development, stewardship, and community outreach
- Able to work some nights and weekends
- Reliable transportation
- Able to adapt quickly to a changing work environment.
- Able to work independently or in a team setting
- Knowledge of Microsoft Office Suite programs (Excel, PowerPoint, & Word).
- Knowledge of Adobe Design Suite

#### **Physical Activities**

- Standing. Particularly for sustained periods of time
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.

- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communications and to make the discriminations in sound.
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal and/or extensive reading.

**Reports to:** Sr. Development Manager & Communications Manager

**Compensation:** \$30,000 - \$40,000 on an annual basis, commensurate with experience

**Benefits:**

Kids' Food Basket is proud to offer its eligible employees the following benefits. Please note that offerings, coverage levels and eligibility dates are subject to change at any time. Currently the benefit package includes:

- Health Insurance – employee pays a portion per pay period for medical, dental and vision
- 401(k) Plan with match
- Flex Spending Account
- Paid Time Off (PTO)
- Paid Holidays

To be considered for the position, applicants must send cover letter and resume via email by:

July 13th, 2017 at 5:00pm

(NO CALLS PLEASE)

Send cover letter and resume to:  
Bradley Littell - [hire@kidsfoodbasket.org](mailto:hire@kidsfoodbasket.org)