



Scope of Work

Title: Development Grant Writer Position

Approximate Time Commitment: 20 -30 hours per week

Funding: \$30/hour

About The Chef Ann Foundation

The Chef Ann Foundation's vision is to ensure that all children have access to healthy food at school to grow their bodies, minds, and futures. Our story began when Chef Ann Cooper decided to create an organization that helps schools ensure that every child has daily access to fresh, healthy food. Founded in 2009, the Chef Ann Foundation (CAF) carries out our vision by actively supporting school districts nationwide through grant programs and by providing tried and tested tools for school food change. Our major programs include:

- Get Schools Cooking: A program that provides hands-on support through an assessment of district-wide school food operations, strategic planning, funding opportunities and technical assistance, enabling school districts to increase their amount of scratch cooking.
- Salad Bars to Schools (SB2S): A grant program that helps schools expand their commitment to serving fresh fruits and vegetables by implementing salad bars as part of their daily meal program.
- School Food Institute: Online courses that give school food service professionals and childhood nutrition advocates the in-depth training, operational skills and strategic vision necessary to make school food fresh, healthy, and sustainable.
- The Lunch Box: An online resource that provides free step-by-step guides, tools and recipes to help schools improve their food programs and transition to scratch-cooking.

The Chef Ann Foundation seeks a Grant Writing Development professional to support the Fundraising and Development team. Responsibilities will include all aspects of grant preparation, reporting and foundation outreach. In addition, this individual will research potential funding opportunities, maintain updated records in the CRM (Salesforce) and support some donor related administrative tasks. As needed, this role will support the CEO and Director of Development with ongoing material development for stakeholder outreach.

Qualifications:

- Experience in grant proposal writing, grant prospecting, grant budget creation, reporting and overall pipeline management.
- Experience with government grant submissions using grants.gov is necessary.
- Strong attention to detail is essential for this role.
- Experience working independently and collaboratively with a remote team.
- Ability to multi-task and manage multiple projects simultaneously.
- Experience working in all Google platforms, Salesforce and Microsoft Office.
- Experience with school food programs is preferred.



Responsibilities:

- Foster existing and new relationships with key stakeholders.
- Display deep understanding and knowledge of the Chef Ann Foundation mission.
- Maintain proficient knowledge of the organization's history and current programs.
- Lead the execution of the development department's strategy relating to grant and foundation annual goals.
- Identification of grant funding opportunities.
- Writing, submitting, and managing grant proposals and reporting.
- Collaborate with the Chief Executive Officer and Director of Development to send funders updates.
- Support Director of Development to compile annual report recognition specific to foundation funders
- Ongoing maintenance of comprehensive records in both the shared drive and CRM (Salesforce)

To Apply:

Please submit a cover letter and resume to cafdevelopment@chefannfoundation.org with the subject title "CAF Development Grant Writer Contract Position". This position is remote and can be based anywhere in the U.S.

At the Chef Ann Foundation, our work to ensure access to fresh, healthy school food for all is built on the idea of equity. We support and celebrate differences, and our team and community are stronger with every new voice. CAF is proud to be an equal opportunity workplace. CAF is committed to the incorporation of Diversity, Equity and Inclusion (DEI) throughout our organization, including increased efforts to hire, support, and engage BIPOC, LGBTQ+ and other historically marginalized groups.