



Grant Writer

OUR MISSION: Hand2Hand delivers nutritious food to students over the weekends and on extended school breaks by mobilizing churches, schools, individuals, and businesses to join together, providing hope and opportunity to thrive.

OUR VISION: Every student in West Michigan, from early childhood through high school, will have a weekend food opportunity.

About Hand2Hand

At Hand2Hand, we believe every child deserves to feel seen, cared for, and loved—especially during the moments when support can feel hardest to find. When school doors close on Friday, many children face a weekend filled with uncertainty, and we exist to step into that gap with compassion and hope.

Hand2Hand is a Christian, faith-based nonprofit that provides food and encouragement to children over the weekend. Each week, we serve up to 15,000 students in 280 schools across 8 counties, meeting the need during the most vulnerable 68 hours of a child's week so they can return to school on Monday nourished, supported, and reminded they are not alone.

Reports to: Director of Development

Hours: Part-time (up to 24 hours weekly) with a hybrid mix of in-office and remote work

Job Purpose & Description:

The Grant Writer plays a vital role in advancing Hand2Hand's mission by securing institutional funding that supports our programs, growth, and long-term sustainability. This position is responsible for researching, writing, submitting, and managing grant proposals to foundations and corporations, while collaborating closely with program and development staff to tell Hand2Hand's story with clarity and impact.

Hand2Hand Core Values

At Hand2Hand, we seek to uphold and model our core values in all interactions and decisions:

- Prayer-Focused – We seek God's guidance in all we do, grounding our work in prayer and trust.
- Wise Stewardship – We thoughtfully and responsibly steward the resources entrusted to us, honoring donors, partners, and the mission.
- Relational Partnerships – We value meaningful relationships and collaboration with churches, schools, donors, volunteers, and one another.
- Servant Leadership – We lead with humility, compassion, and a heart to serve, putting others first as we work together to deliver hope.

Key Responsibilities

1. Grant Development and Submission - Research, write, and submit compelling grant proposals to foundations and corporate partners that align with Hand2Hand's mission, strategic priorities, and growth goals. Develop persuasive, mission-centered narratives that clearly communicate need, impact, and outcomes while reflecting dignity, faith, and hope.

2. Manage the Full Grant Lifecycle - Oversee the grant process from prospect research to submission and post-award reporting. Maintain a detailed grants calendar and tracking system to ensure deadlines, reporting requirements, and compliance obligations are met with excellence and integrity.

3. Translate Data into Impact Stories - Partner closely with program, finance, and leadership teams to gather accurate data, budgets, and outcomes. Transform quantitative results and program metrics into compelling narratives that clearly demonstrate impact and responsible stewardship of funds.

4. Ensure Accurate Records & Reporting - Maintain organized and accurate grant records, tracking funding activity and outcomes to support thoughtful planning and relationship building.

5. Support Broader Development Efforts - Collaborate with the Development team to align grant messaging with broader fundraising initiatives. Contribute grant-related insights and storytelling support for Hand2Hand's two major fundraising events, including on-site engagement as needed.

Qualifications

- At least 3+ years of experience in grant writing or institutional fundraising, with nonprofit experience preferred
- Strong writing, editing, and storytelling skills that bring mission and impact to life
- Highly organized with excellent attention to detail and the ability to manage multiple deadlines
- Ability to translate program data, budgets, and outcomes into compelling, mission-centered narratives
- Comfortable collaborating across teams and building strong internal relationships
- Familiarity with nonprofit budgeting and outcome measurement
- A genuine passion for Hand2Hand's mission and for serving children and families with dignity

Benefits

- Competitive hourly wage aligned with experience and qualifications (range of \$25-\$27 per hour)
- 403b with Employer Match
- Paid time off and holidays
- Professional development opportunities
- A supportive and faith-centered work environment

Hand2Hand is an equal-opportunity employer. We encourage individuals of all backgrounds to apply.

If this role sounds like a great fit, we'd love to hear from you. Please send your cover letter and résumé to Angie Spears, Director of Operations, at angie@h2hkids.org.