



Grants and Partnerships Coordinator 2025 Position Description

Position: Grants and Partnerships Coordinator

Base Rate of Pay: \$30,000

FLSA Status: Salaried, Non Exempt

Benefits: Yes

Schedule: 18 hours per week, or 0.5 FTE

Every MIBFN staff member is accountable for:

- Serving alongside staff and partners - as a **leader and collaborator** - in solidarity with diverse organizations and families in alignment with the MIBFN mission, vision, core values, service model, goals, strategic plan, and commitment to diversity, equity, and inclusion and justice.
- Creating a smooth workflow among a network of MIBFN staff, contractors, collaborators, and stakeholders to move towards realizing MIBFN's mission, vision, service model and strategic plan, while ensuring that deliverables are met on time, within budget, and exceed expectations.
- Listening to diverse local breastfeeding support organizations and families, including but not limited to the Local Breastfeeding Supporter Meetings and Community Conversations.
- Continuously growing their own position-specific skills and cultural humility through planning and implementing skill building and continuous learning in DEI strategy in alignment with our mission, vision, core values, service model, goals, strategic plan, and commitment to diversity, equity, inclusion and justice
- Establishing and maintaining relationships with a variety of breastfeeding stakeholders, such as grassroots organizations, lactation supporters, professional associations, businesses, policy groups, elected officials, consumer groups, donors, and coalitions in alignment with the the MIBFN mission, vision, core values, service model, goals, strategic plan, and commitment to diversity, equity, inclusion and justice - commensurate with accountabilities.
- Establishing and maintaining relationships with internal stakeholders including MIBFN staff, contractors, collaborators, volunteers.
- Representing MIBFN at conferences, meetings, special events, and with the media and maintaining the trust, credibility, reputation, and good standing of the organization by ensuring consistent messaging and alignment with the MIBFN mission, vision, core values, service model, goals, strategic plan, and commitment to diversity, equity, inclusion and justice.
- Completing additional tasks as assigned by the Executive Director.

Grants and Partnerships Coordination is defined as: Cultivation and care of community-based organization and large-donor partnerships that grow MIBFN's annual investment in community-based, equity-centered, direct breastfeeding support efforts across Michigan.

Grants and Partnerships Coordinator Accountabilities include, but are not limited to:

- Cultivating new partnerships with emerging and established [identity](#) and [geographic](#) community-based organizations



- Doing grant research in solidarity with identity and geographic community-based organization and in support of MIBFN Fund Development Manager
- Establishing fiscal sponsorship alongside identity and geographic community-based organizations totalling at least \$800,000 per calendar year
- In partnership with identity and geographic community-based organizations, gathering, organizing, and storing all necessary documentation for MIBFN grant management and annual financial audit
- Collaborating with other MIBFN staff related to experience, expertise, and available time

Skills & Qualifications:

- Current, lived experience in Michigan.
- Demonstrated commitment to Diversity, Equity, and Inclusion.
- Knowledge of a range of stakeholders that influence breastfeeding outcomes.
- Demonstrated track record of positioning an organization to achieve measurable outcomes in a collaborative environment.
- Ability to produce high quality, persuasive written materials suitable for general public understanding, requiring minimal revision.
- Proven ability to effectively manage projects including meeting tight deadlines.
- Ability to identify opportunities to partner for mutual benefit through process improvement, sponsorships, cause marketing and employee engagement.
- Creative and thoughtful on how new technologies can be used.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.

Reporting Relationships:

This position reports to the Executive Director

Michigan Breastfeeding Network (MIBFN) is a dynamic, agile, equal opportunity employer. We strive to provide a flexible working environment that fosters growth and opportunity for a wide range of qualified candidates. Our remote work model is ideal for dedicated individuals who are passionate about breastfeeding, self-motivated, and looking for opportunities to meaningfully contribute to systems-level improvements in Michigan.

It is the policy of MIBFN to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.