

The Little Bit Foundation

Open Positions Summaries 12/18/23

HR Director	Responsible for employee engagement, performance management, new employee and volunteer onboarding and orientation, overseeing job training, employee and leadership development, policy development and adherence, compensation and benefits, staffing, and legal compliance.
Grants Writer/Manager	Responsible for researching grant makers, funders, and resources appropriate to the funding needs of the programs and services of TLBF; initiating dialogue with and introducing the mission of The Little Bit Foundation to potential funders; creating grant proposals, budgets, and reports; managing grant awards and outcomes internally among departments within The Little Bit Foundation, as well as externally with funders' expectations and deadlines
Health and Nutrition Coordinator	Responsible for assisting with the coordination of all health and nutrition programs affiliated with Little Bit. Coordination will be inclusive of implementation, monitoring, surveillance, and compliance to policies, procedures, and services being provided.