



Position: Grant Writer

Schedule: This is a full-time, 40-hour/week exempt position that offers a hybrid weekly schedule (Tuesday through Thursday in Shoreline Offices, Monday and Fridays Remote).

Salary: \$68,000 - \$78,000

Reports To: Vice President of Development & Impact

Benefits: Excellent health and retirement benefits are provided by [School Employee Benefits Board](#) and [Department of Retirement Services](#). with school employee benefits including pension. This position offers annually: 20 days of paid Vacation, 12 days of paid Sick leave, 13 paid Holidays, and 1 Personal Floating Holiday. We offer a flexible work environment.

Position Close Date: Application period closes 09/20/2024; priority consideration to applications received before 9/11/2024

To Apply: <https://wkf.ms/3ZIWMMP>

Organization: [Washington Alliance for Better Schools](#) (WABS) is a nonprofit consortium of school districts serving ~ 320,000 students.

Vision: Equity in every school. Opportunity for every student.

Mission: We lead a partnership of school districts, industry, and community dedicated to ensuring students furthest from opportunity can pursue a future that embraces their strengths, passions, and dreams.

Core Values

- Engage: We authentically engage with students, families, community, and partners
- Create: We co-create innovative programs and strategies to advance equity for students
- Amplify: We activate and amplify the capacity that exists in people, communities, and systems

Job Summary

As a Grant Writer, you will play an essential role in securing funding for the organization by conducting thorough research, writing compelling grant proposals, and managing grant deadlines. You will also collaborate with a dynamic group of teams designing programs for K-12 students to ensure effective grant development, management, and reporting. The grant writer will also build and maintain positive relationships with donors to foster future funding opportunities.

Responsibilities

- Thoroughly understand the organization's history, mission, services, and financial needs to tailor grant proposals effectively. Conduct on-site visits as needed to familiarize yourself with programs and strategies.
- Work with teams to create high-quality grant proposals that accurately convey the organization's needs and goals, adhering to all funding requirements.

- Maintain a shared calendar of submissions and other deadlines, to track schedules and due dates for info sessions, proposals, applications, LOIs, etc.
- Effectively manage competing grant schedules, deadlines, award portfolios, and application due dates to ensure timely submission of grant proposals.
- In collaboration with the finance director and program staff, support the development of grant budgets and prepare interim and final grant reports to funders to ensure timely and accurate reporting.
- Employ with data tracking systems, analytics, and programs to ensure effective communication and tracking of grant outcomes.
- Research and develop grant proposals, as directed by VP of Development & Impact, communicating organizational mission to governmental, foundation, and other grant-making entities
- Serve as the organization's lead on philanthropic priorities in the community, with foundations, and with local and state government funding opportunities.
- Research potential funding sources (foundations, corporations and public grant opportunities) to expand the organization's resources
- Foster positive relationships with grant donors to ensure future funding opportunities and support.
- Participate in webinars and information sessions to stay updated on potential funding sources and opportunities.

Desired Qualifications

- A minimum of 4 years of securing nonprofit funding through grant writing, including prospect research, reporting, and nonprofit development best practices; 5-7 years of experience preferred
- Bachelor's degree and/or demonstrated work experience securing awards through local, state, and federal grant funding. (Degree examples include but are not limited to English, communications, or nonprofit management)
- Demonstrated superior writing and communication skills, with the ability to effectively convey complex ideas and data to various audiences.
- Expertise in grant application processes and procedures, including budget development and reporting requirements.
- Highly organized, with experience successfully managing multiple projects and deadlines.
- Collaborative and team-oriented, with the ability to work effectively with staff at all levels of the organization.
- Passionate about education and equity and committed to our organization's mission.
- Ability to engage with diverse populations in a culturally responsive manner. Commitment to diversity, equity, and inclusion values.
- Strong verbal and written communication skills. Demonstrated ability to write clear, persuasive proposals for nonprofit organizations.
- Excellent time management skills with proficiency in research proposal best practices.
- Solution-motivated with strong analytical skills and attention to detail.
- Proficient in Google Suite and MS Office Suite programs.
- People who can speak to their lived experiences and multilingual applicants are strongly encouraged to apply.

- The successful candidate will be expected to have regular, reliable transportation for local travel.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - While performing the essential functions of this job, the employee is frequently required to stand, sit, use hands to handle or feel objects, tools, or controls; and speak or hear.
 - The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- Ability to lift up to 15lbs.

Hiring Requirements

As part of our standard hiring process for new employees, employment will be contingent upon the successful completion of a background check.

Depending upon your work location, we may require proof of full vaccination against COVID-19 and any recommended booster doses. All employees in the United States are to provide proof of full vaccination upon hire and any recommended boosters, subject to applicable laws.

Inclusion Statement

We are dedicated to the belief that all lives have equal value. We believe that to be inclusive, we must go beyond this statement to operationalize anti-racism as a part of our practice and are committed to creating a workplace where employees thrive both personally and professionally. We also believe our employees should reflect the rich diversity of the global populations we aim to serve—in race, gender, age, cultures, and beliefs—and we support this diversity through all of our employment practices.

All applicants and employees who are drawn to serve our mission will enjoy equality of opportunity and fair treatment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, and prior protected activity.