



Washington Alliance for Better Schools (WABS) is hiring a **Grant Writer** to support the organization's fundraising efforts by preparing compelling grant proposals to secure funding for our education nonprofit. This role will work closely with our team to develop strategies to effectively communicate our organization's mission and programs to potential funders.

**Position:** Grant Writer

**Schedule:** Part-time, 20 hours per week

**Compensation:** Salaried range between \$30,000-35,000 per year

**Benefits:** This position offers 15 days of paid time off, 13 paid holidays (plus your birthday), and great flexibility.

**Reports to:** Director of Development & Communications

**Location:** Hybrid - combination of remote and in-person at our Shoreline, WA office

**Organization:** [Washington Alliance for Better Schools](#) (WABS) is a collaborative of school districts and industry leaders that leverages resources, talent, and intellectual capital to help over a quarter million students graduate career and college ready.

**Equity, Diversity, and Inclusion Statement:** WABS is committed to addressing the systemic racism that creates disparities in education. We are committed to equity, diversity, and inclusion, which requires that we use our collective voice to identify and eliminate institutional barriers that deny equitable access and impact the success of Black, Indigenous, and people of color (BIPOC), and other underserved students.

**Job Duties:**

- Write grant proposals and other funding requests that effectively communicate our organization's mission, goals, and programs to new and existing funders.
- Collaborate with staff to gather information and data necessary to support grant proposals.
- Develop supporting documents as required by prospective funders
- Manage the grant application process, including preparing and submitting applications and tracking deadlines and outcomes.
- Support relationships with potential funders and maintain communication with current funders to ensure ongoing support.

**Qualifications:**

- Bachelor's degree or equivalent experience in a relevant field (such as English, communications, or nonprofit management).
- Minimum of 2 years of grant writing experience, preferably in the education or nonprofit sector.
- Excellent writing and communication skills, with the ability to effectively convey complex ideas and data to a variety of audiences.
- Familiarity with grant application processes and procedures, including budget development and reporting requirements.
- Highly organized, with the ability to manage 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.

**To Apply:** Please submit your resume and cover letter to [info@wabsalliance.org](mailto:info@wabsalliance.org) with the subject line: WABS Grant Writer. Applications are due by April 10th, 2023. Anticipated start in late April 2023.