



## Job Announcement: Senior Grant Development Manager

Join our dynamic team as a **Sr. Grant Development Manager** and play a pivotal role in securing the funding that powers our innovative K-12 programs. You'll be responsible for creating and implementing a strategic fund development plan in partnership with the VP of Development & Impact, building strong relationships with funders, and crafting compelling proposals that showcase our mission and impact. The Sr. Grant Development Manager will play a critical role in securing funding, building donor relationships, and advancing the organization's mission.

**Position:** Sr. Grant Development Manager

**Schedule:** This is a full-time exempt 1.0 FTE scheduled 40 hours per week.

**Salary:** \$78,000 - \$88,000 annually

**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 public sector 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.

**Location:** This position offers a hybrid weekly Monday through Friday schedule in-person at our Shoreline office (Tuesday-Thursday) and remote (Monday and Friday).

**Position Close Date:** 10/30/2024

**To Apply:** Complete the application here - <https://wkf.ms/3U0etOo>

**Organization:** [Washington Alliance for Better Schools](#) leads 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.

**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

**Equity, Diversity, and Inclusion Statement:** 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 Responsibilities:

### 1. Grant Acquisition and Management:

- **Proposal Development:** Collaborate with teams to develop compelling grant proposals that align with the organization's strategic goals and adhere to funder requirements.
- **Portfolio Management:** Effectively manage a diverse grant portfolio, ensuring timely submission of proposals, tracking deadlines, and monitoring award status.
- **Reporting:** Prepare accurate and timely interim and final reports to funders, demonstrating program impact and compliance with grant terms.

### 2. Fundraising and Donor Relations:

- **Fundraising Planning:** Develop and implement comprehensive fundraising plans to meet annual revenue goals, including identifying new funding sources and expanding the donor base.
- **Cross-Functional Collaboration:** Work closely with program staff, finance, and other departments to ensure alignment of grant activities with organizational goals.
- **Donor Stewardship:** Foster strong relationships with donors, cultivating their support and ensuring timely acknowledgment of gifts.
- **Community Engagement:** Represent the organization in the community, building relationships with potential funders and advocates.

### 3. Data Analysis and Reporting:

- **Performance Tracking:** Utilize data tracking systems to measure grant outcomes, identify trends, and inform strategic decision-making.
- **Reporting:** Prepare regular reports on fundraising progress, grant performance, and donor engagement to inform leadership and stakeholders.

### 4. Research:

- **Prospect Research:** Identify and research potential funding opportunities at the local, state, and federal levels, staying current on trends and funding priorities.
- **Professional Development:** Stay abreast of industry best practices and trends in grant writing, fundraising, and nonprofit management.

## Desired Qualifications

### ● Experience & Education:

- A minimum of 4 years of experience securing nonprofit funding through grant writing, including prospect research, reporting, and fund development best practices
- 5-7 years of above experience *preferred*
- Bachelor's degree and/or equivalent work experience

### ● Grant Writing: Proven ability to write persuasive grant proposals that effectively communicate the organization's mission and impact to a variety of audiences.

- Demonstrated track record of success in securing grants, including multi-year, state, and/or federal awards.

- Expertise in grant application processes and procedures, including budget development and reporting requirements.
- **Fundraising:** Strong track record of successful fundraising, including donor cultivation, solicitation, and stewardship. Individual/major giving experience *preferred*
- **Relationship Building:** Excellent interpersonal skills and ability to build strong relationships with funders, donors, team members, and community partners.
- **Project Management:** Strong organizational skills and ability to manage multiple projects and deadlines effectively.
  - Solution-motivated with strong analytical skills and attention to detail.
- **Communication:** Excellent written and verbal communication skills, including the ability to articulate complex ideas clearly and persuasively.
  - Ability to communicate passionately and effectively about our mission, vision, and values, both verbally and in writing, and in various venues.
  - Ability to engage with diverse populations in a culturally responsive manner, including a commitment to diversity, equity, and inclusion.
  - People who can speak to their lived experiences and multilingual applicants are strongly encouraged to apply.
- **Technical Skills & Abilities:**
  - Proficient in Google Suite and MS Office Suite programs.
  - Access to have regular, reliable transportation for local travel.
  - Ability to lift up to 15lbs.
  - 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.

## 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.