



Job Title: Grant Writer
Department: Development
Reports to: Director of Development & Community Relations
Status: Non - Exempt
Salary/Benefits: Part-time (20 hours/week)
\$26-29/ hr. range, DOE
PTO, Subsidized Health & Dental insurance, 403b retirement plan

Job Summary:

The Grant Writer is responsible for ensuring the organization maximizes all foundation, corporate, and local government grant giving opportunities. The Grant Writer is responsible for researching, coordinating, and submitting KidVantage's grants; establishing and maintaining relationships with foundation contacts; writes and submits reports, under the oversight of the Director of Development & Community Relations.

As a member of the Development & Communication Team, this position contributes to the development of annual goals, and assists with the development of department processes and functions.

About Us:

EBC – Eastside Baby Corner, now KidVantage, helps kids reach their full potential tomorrow by meeting their needs today. The immediate, tangible assistance kids and families receive through KidVantage provides the tools caregivers need to care for their family, and the essentials kids need to grow up healthy. Through a network of agency partners, more than 2,000 children each month get what they need, when they need it. Founded in 1990, the organization will this year distribute approximately 170,000 items for kids in central Puget Sound. Because of KidVantage, children, ages birth through 12 are warm, safe, and healthy.

We are committed to advancing equity through our work. We value a diverse workforce and an inclusive culture, and are committed to inclusion, diversity, equity, and access in all areas of our and workplace culture. Individuals from all cultures and communities are warmly encouraged to apply.

KidVantage is an Equal Opportunity Employer. Qualified candidates receive consideration for employment without discrimination based on age, ancestry, color, creed, gender identity, marital status, military status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, the non-job-related presence of any sensory, mental or physical disability, or any other characteristic protected by law.

Grant Writer Job Responsibilities:

- Works with the Director of Development to prepare the grant work plan for each fiscal year to achieve a foundation and corporate grant funding goal of \$175,000 or more.
- Write, review, and edit proposal content, ensuring all narrative, numeric and graphic information is accurate and consistent
- Execute annual grant plan; coordinate timelines, manage deadlines and track proposal elements to ensure high quality, timely proposal submissions
- Cultivate relationships with new corporate or foundation funders; nurture existing relationships with corporate, foundation and local government funders
- Responsible for coordinating and/or preparing grant reporting as required by foundation/corporate/local government donors, in partnership with the Director of Development
- Ensure all documents are consistent with organization's core messaging and the organizational communications strategy
- Conduct prospect research on new potential funding sources, including mission fit, eligibility requirements, funder priorities, and deadlines
- Work with Data Analyst and Director of Development to ensure consistent and accurate reporting of internal data
- Research relevant statistics, data and sector information as needed
- Utilize database consistently for grant tracking and reporting
- Other tasks as assigned

Skills/Qualifications:

Experience:

- Minimum of two (2) years of relevant demonstrated successful experience in grant writing and corporate/foundation relations.
- A proven track record in securing funding opportunities
- Desired - experience in writing and managing city, county, state grants

Confidentiality:

- Ability to manage sensitive and confidential information with integrity.

Computer/Technical Skills:

- Proficiency in MS Word, Excel, and Outlook required

Language Ability:

- Able to work successfully independently and with the team depending on department priorities
- Excellent writing, analytical and research skills
- Strong editing skills

Competencies/Characteristics:

- Able to develop and sustain successful relationships with foundation staff
- Understanding of local, state, and federal government grant sources
- Knowledge of local and national foundations
- Familiar with Grantstation software a plus
- Superior attention to detail with strong follow-through
- BA/BS or relevant experience
- Commitment to and enthusiasm for KidVantage's mission and values

How to Apply:

Resumes and cover letters to hradmin@KidVantageNW.org

Open until filled. No calls please