



GRANTS DEVELOPMENT MANAGER and WRITER (Full-Time Employee)

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living-wage careers. All of our work is designed to eliminate barriers to good paying, long-term work. We creatively align support services – including housing, childcare, transportation and counseling – with job skills training and job placement assistance.

Are you creative at writing federal and state grants to gain funding in support of programs to provide living-wage job training for others in the local community?

- Do you have a Bachelor's Degree in English, Journalism, Public Affairs, Communications, or related field and 3-5 years' experience in nonprofit grant writing (federal and state) or a combination of equivalent experience and education?
- Do you enjoy collaborating with partners to produce influential, well-written proposals, while developing relationships with potential grantors?
- Do you have a passion for social justice, social equity and working in a nonprofit environment?

If this is you, we invite you to apply to our open position of *Grants Development Manager and Writer* at SJI!

What will you do?

Under the direction of the Executive Director, the Grants Development Manager and Writer develops relationships with potential grantors, writes, prepares, and manages proposals for grants in accordance with funder's (federal and state) policies and legal requirements. Prepares contract proposals and provides guidelines of writing proposals. The Grants Development Manager and Writer also contributes to grant compliance and reporting, and building funding relationships.

What qualifications and experience will the Grants Development Manager & Writer bring to SJI?

- It is expected that those working with or for SJI bring a commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. *This includes expected values which include, but are not limited to: excellent communication, professional and gracious behavior, collaboration, respect, and leadership behavior.*
 - All working with SJI are expected to proactively model leadership behavior, both internally and externally through taking ownership and initiative, contribute ideas, accountability of self and others, model behavior that elicits the best in others, be approachable, authentic, open and humble.
- Bachelor's Degree in English, Journalism, Public Affairs, Communications, related field or equivalent combination of education and experience.
- 3-5 years' experience of previous grant, contract, research, and budget presentation experience.
- Specific government grant writing experience, preferred.
- Strong understanding of Federal Uniform Guidance with experience in Federal Grant Applications.
- Non-profit grant writing experience preferred.
- Proven project management skills, organizational skills, high attention to detail, ability to prioritize to meet deadlines, and flexibility to work multiple projects simultaneously.
- Outstanding interpersonal skills, professional demeanor and strong internal and external customer service orientation.
- Dependable, punctual and courteous. Regular and timely attendance required.
- Experience working in a deadline driven environment.
- Self-starter with the ability to work independently, but also effective in a team environment.
- Proficiency in the Microsoft Office suite and Adobe Creative Cloud, advanced skills preferred.
- ***Local candidates only.***

Salary/Benefits: Competitive Salary (DOE), company paid employee medical, dental, vision, short and long term disability, life insurance, health and dependent care flexible spending accounts, partially subsidized parking and/or transit, PTO (Paid time off), personal holidays, and 401(k) with vested SJI match upon entry into the plan.

TO APPLY: Please e-mail your resume and cover letter to kmichelclark@seattlejobsinit.com

Seattle Jobs Initiative is an Equal Opportunity Employer