



**GRANTS SPECIALIST – WORKFORCE DEVELOPMENT**  
**Full-Time Exempt • Location: Beacon Hill, Seattle**  
*Equal Opportunity Employer*

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 well-paid, long-term work. We creatively align support services – like housing, childcare, transportation and counseling – with job skills training and job placement assistance.

**SJI seeks to make change.** Everything we do is fueled by **critical thinking, innovation and collaboration.**

***As the Grants Specialist, what will you do?***

Under the direction of the Executive Director, the Grants Specialist develops relationships with potential grantors, writes, prepares, and manages proposals for grants in accordance with funder's policies and legal requirements. The Grants Specialist will suggest organizational guidelines for grant processes and prepare contract proposals. The Grants Specialist and Writer also contributes to grant compliance and reporting, and building relationships.

If any of these areas ring true to your experience or passions, let us know. We'd love to hear from you.

***What qualifications and experience will our Grants Specialist bring to SJI?***

- **VALUES:** A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. This includes our expected staff values: **Excellent communication, professional and gracious behavior, collaboration, respect, promotes equity through racial and social justice, and leadership behavior.**
- **EDUCATION:** Bachelor's degree in English, Journalism, Public Affairs, Communications, or related field. Will consider equivalent combination of education and experience.
- **EXPERIENCE:**
  - Previous grant, contract, research, and budget presentation experience of three (3) to five (5) years.
  - Developing grants or contracts, including, identifying goals, timetables, program needs and funding. Governmental grant knowledge preferred, including strong understanding of Federal Uniform Guidance with experience in Federal Grant Applications.
  - Not-for-profit grant writing experience, preferred.
  - Intermediate skills in Microsoft Excel, Word and Outlook, required.
- **OTHER QUALIFICATIONS:**
  - Maintain a professional demeanor at all times with the ability to establish and maintain positive, effective working relationships with all stakeholders and partners while gaining input for proposals.
  - Strong attention to detail.
  - Ability to express ideas clearly, effectively and persuasively, both orally and in writing.
  - Ability to develop relationships with potential grantors and other individuals of influence.
  - Professional writing experience.
  - Strong research, analysis and critical thinking skills.
  - Ability to work efficiently and effectively in a fast-paced team environment.
  - Timely response and feedback.
  - Proven project management skills; highly organized, with an ability to move between program planning demands.
  - Regular and timely attendance.
  - Local candidates only.

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

**TO APPLY:** Please e-mail your resume and cover letter to: [kmichelclark@seattlejobsinit.com](mailto:kmichelclark@seattlejobsinit.com)