



**SeattleJobs
Initiative**

Equal Opportunity Employer

NOW HIRING

SENIOR GRANTS OFFICER

Full-Time, Exempt

Location: Seattle, WA (temporarily remote due to COVID 19)

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for low-income people to support themselves and their families through living wage careers. SJI is committed to attracting and retaining staff with diverse perspectives and life experiences. As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQ people, people with disabilities, and veterans. We recognize your unique qualities and the value you bring to our commitment to the communities we serve. Together we create and preserve inclusive and equitable environments.

Position Description

The Senior Grants Officer is responsible for the full portfolio of grants, which includes the whole grants life cycle, (grant design, selection, start up, implementation, grant closure), ensuring compliance with internal procedures, and funder's federal and state policies and legal requirements. This is a highly collaborative position working closely with SJI subject matter experts and external partners to craft and design proposals.

This position performs the following duties:

- Prepares and submits grant applications and proposals as defined by SJI's strategic plan.
- Develops responses to requests-for-proposals and letters of intent on grants and funding that are consistent with the organization's values and objectives.
- Prepares and submits correspondence related to grant applications to other funder relations.
- Writes all grants and funder communications that are grammatically correct, emphasizes clarity and readability, and requires minimal copy editing from others.
- Develop grants budgets, as well as other financial reporting documents, in collaboration with program, consulting and finance staff.
- Facilitate the agreement routing process to ensure timely inter-department review and completion.
- Research potential grant opportunities including those from public sources (Federal, State, Local) as well as philanthropic opportunities from foundations or funding collaboratives to support SJI's strategic plan.
- Develop partnerships with potential funders and grantors, as well as with external partners (particularly organizations led by or representing BIPOC communities) to collaborate on pursuing funding opportunities.
- Maintain oral and written contact with funders to advance fund development efforts to ensure good relationships.
- Maintains grants database/tracking and agency files including, but not limited to, the tracking of grant renewals, deadlines, and execution.
- Prepares status reports for leadership about current grant projections, successes, and areas for improvement with recommendations for change.

Qualifications

- Maintain a professional demeanor with the ability to establish and maintain positive, effective working relationships with all stakeholders and partners while gaining input for proposals, contracts, and procurement requests.
- Commitment to collaborating with BIPOC and other marginalized communities and integrating community voice and needs into grant and program design.
- Ability to express ideas clearly, effectively, and persuasively, both orally and in writing with a strong attention to detail.
- Ability to develop relationships with potential grantors and other individuals of influence.
- Strong facilitation of stakeholders and subject matter experts to create fundable concepts and applications.
- Professional writing experience with an emphasis on public policy or human services settings.
- Strong research, analysis and critical thinking skills including the ability to identify and discern strong leads for funding support.
- Ability to work efficiently and effectively in a fast-paced team environment.
- Provide timely response and feedback to meet funder deadlines.
- Proven project management skills; highly organized, with an ability to managed multiple and simultaneous program planning demands.

Education and Experience

- 3-5 years' experience 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.
- Experience of previous contract, research, and budget presentation experience, or equivalent combination of education and experience.
- Bachelor's degree desired/work experience can substitute for experience.
- Grant writing expertise in the areas of workforce development, higher education, or economic development preferred.
- Intermediate skills in Microsoft Excel, Word and Outlook required.

Values

A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. Our staff values: excellent communication, professional and gracious behavior, diverse authentic perspectives, collaboration, respect, and leadership behavior.

Compensation and Benefits

Hire-in salary pay range is \$67,806 to \$96,865, company pays 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.

SEND YOUR RESUME AND COVER LETTER TO JOBS@SEATTLEJOBSINIT.COM