

Job Posting: Grant Writer

Title: Grant Writer

Full-time, salaried, exempt

Organizational Overview:

Mt. Si Senior Center has been serving the needs of seniors in the upper Snoqualmie Valley as a 501(c)(3) since 1979. The Center enhances the quality of life for older adults in the Snoqualmie Valley by providing a comprehensive network of services including health and wellness checks, fitness classes, information and assistance, social and recreational opportunities, educational programs, volunteerism, housing, and transportation. We are proud of the work we do and have a passion for helping people. We seek a grant writer to become an integral part of our dynamic and growing organization.

Position Summary:

The Grant Writer oversees the process and production of all materials related to the grant application process from identifying and qualifying prospects, to writing proposals and reports, to collecting data, budgets, and all relevant documents from a variety of sources for submission. Specifically, this person is responsible for writing proposals for both unrestricted operating revenue and restricted projects to public agencies, private foundations, and corporations. The Grant Writer reports to the Executive Director with guidance from finance and transportation director and ensures alignment with the Mt. Si Senior Center's overall mission and goals.

To ensure success you need to write well, have proficient knowledge of fundraising methods, and be committed to the Senior Center's mission.

You must possess excellent verbal and written communication skills, have a professional and resourceful demeanor, the ability to work both independently and as a team player, and a desire to take initiative and manage numerous projects simultaneously. Preferred applicants are deadline-driven team players with outstanding multitasking abilities.

This position is based out of the Mt. Si Senior Center's location in North Bend, Washington.

Qualifications:

- Bachelor's Degree required
- Minimum of three years' experience working as a grant writer in social service organization or other complex nonprofit with multiple constituencies and programs.
- Demonstrated experience in obtaining grants from public and private entities and other philanthropic organizations
- Excellent verbal and written communication skills required; the writing must be clear, concise, persuasive, and analytic in style.

- Ability to manage rejection and overcome common proposal objections
- Strong interpersonal and presentation skills required
- Experience with sourcing opportunities, cold-calling, contact development, and business relationship management
- Detail-oriented, adaptable, organized and demonstrated ability to successfully manage multiple projects and tasks
- Excellent computer skills including Microsoft Office, email marketing, Excel and grant software programs
- Experience working in deadline-driven environments.
- Able to monitor and meet income goals.
- Commitment to the Mt. Si Senior Center's mission.
- Comfortable with data management and administration.
- Strong editing skills

Primary Duties:

- Responsibility for researching, writing, compiling, and managing the timeline of all grants including maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and timely submission.
- Write grant applications and all reports and conduct prospect research on new opportunities that align with Mt. Si Senior Center's mission. Grant writing will be to private foundations and some government applications will be required.
- Identify all requirements of grants to ensure all necessary attachments are submitted on time
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants
- Successfully understand and communicate the organization's mission and vision in the process of applying for the grant
- Develop relationships and collaborating with key stakeholders
- Display adherence to the organization's mission
- Maintain proficient knowledge of the organization's history and programs.
- Track and create a calendar of grant opportunities – including deadline dates, required materials, etc.
- Assist with the execution of the Senior Center's strategy
- Furnish prospective funders with supporting documents
- Work with all departments to collect and synthesize data
- Oversee grant workflow processes related to data entry to ensure adequate internal controls so that all grants reporting is accurate
- Provide links between program, finance, and other staff so that all activities related to grant data collection and reporting are smoothly implemented
- Develop monthly report for Executive Director for the Center's board of directors on grant applications and activities
- Provide general support to the fundraising committee during peak periods which may include providing calls and/or leads to annual sponsors
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.

- Comply with all grant reporting as required by foundation/corporate donors.
- Make appointments for Executive Director with foundation officers and other prospects, arrange for onsite tours for supporters when requested
- Maintain organized and detailed records in database and in paper files, including grant tracking and reporting.
- Collaborate with Executive Director to assist in annual report to members on that status of funding
- Perform other duties as needed

Mt. Si Senior Center is an equal opportunity employer. The agency does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation.

Salary & Benefits

This is a full-time, salaried, exempt position. We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and benefits package including paid vacation, flexible hours, medical benefits, 401(k) and other optional insurance. To learn more about us, please visit our websites at www.MtSiSeniorCenter.org and www.SVTBus.org.

How to apply:

If you are interested in applying for this position, please submit your resume, cover letter, and salary requirements to Susan@MtSiSeniorCenter.org. No calls please.

This position will remain open until we find the right person to become this dynamic member of our team.