JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Grants Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTS TO:</td>
<td>Director of Strategic Partnerships and Funding</td>
</tr>
<tr>
<td>COMPENSATION:</td>
<td>$90,336 - $104,568, depending upon experience</td>
</tr>
</tbody>
</table>

OBJECTIVE

The Grants Manager is a critical liaison between WDC and its funders, responsible for researching, preparing, submitting, and managing funding commitments that strategically advance the organization’s vision and objectives. In collaboration with the Director of Strategic Partnerships and Funding and leadership team, the Grants Manager will pursue fund development opportunities aimed toward supporting WDC’s functions as regional backbone for workforce development as well as strategic investments by WDC as grantor with partnering community-based organizations. This person serves as the primary grant writer, caretaker of funder and grantee relationships, engages in compliance reporting, and supports special projects, as needed.

BACKGROUND

The Workforce Development Council of Seattle-King County (WDC) aspires to lead transformative change that will evolve our region’s workforce development efforts into an innovative industry, community, and outcome-driven system with racial equity at its core. As a nonprofit, grant-making organization, the WDC collaborates with a diverse set of partners to elevate job quality, economic growth, and prosperity for adults and youth throughout the Seattle-King County region.

The WDC serves as the Local Workforce Development Board, designated by the City of Seattle Mayor and King County Executive, to set policy and administer federal workforce development funds under the Workforce Innovation and Opportunity Act (WIOA). In 2018, the WDC Board of Directors and its stakeholders set a new direction for the organization to:

- Advocate for system change of industry practices and address barriers to equity.
- Broker a shared regional approach of strategies that are responsive to both community and industry needs.
- Access and amplify resources by braiding funding sources.
- Incubate and innovate strategies for racial equity impact and system change.
- Analyze and use data to measure impact/drive system change.

DUTIES AND RESPONSIBILITIES

- Lead grant proposal development and submission, prepare and organize materials for proposals, and submit
and monitor grant applications.

- Research new funding and development opportunities with private funders and public resources at local, state, and federal levels.
- Build and maintain relationships with funders and other strategic partners engaged as grantees and collaborators in advancing WDC’s core mission, vision, and strategies.
- Draft proposals/LOIs, grant application narratives, and budgets in collaboration with leadership team, program staff, fiscal team, and external partners.
- Submit grant applications via paper or online portals and maintain an active list of passwords and other login credentials.
- Maintain a monthly master calendar of grants and prospects.
- Develop a grants management tracking system.
- Implement, and oversee internal processes to meet reporting deadlines and organize various components of grant activities, including files, performance reports, and correspondence.
- Prepare and submit reports to funders.
- Maintain library of grant support documents including submitted grants, bios, Board/staff lists, IRS identification, forms, etc.
- Facilitate finalization of grant contracts/agreements.
- Ensure acknowledgment of funders and partners via website and social media, as appropriate.
- In collaboration with leadership team and staff, track progress toward organizational and programmatic outcomes, ensuring ongoing alignment between funding pursued and WDC’s strategic objectives.
- As part of the WDC’s commitment to equitably serve our communities, engage in continuous learning on grants management best practices.

Other duties as assigned.

**JOB REQUIREMENTS**

- Strong administrative and organizational skills with ability to set priorities and track progress across multiple streams of work and teams.
- Demonstrated analytical and persuasive writing skills. Exceptional ability to convey complex information in a clear manner to diverse audiences.
- Ease with leading multiple projects independently and efficiently; demonstrated flexibility to meet changing and unpredictable needs.
- Proven ability to work collaboratively and establish positive relationships with staff, funders, and external partners.
- Ability to identify, pitch, and implement new funding initiatives.
- Proficiency with Microsoft Office suite (specifically Word, Excel and PowerPoint). Experience with donor development/CRM software systems a plus.

**Racial Equity Commitment:** An understanding of the concepts of institutional and structural racism and their impact on workforce development systems, especially regarding barriers to achieving racial equity. Commitment to learning from and developing new strategies, partnerships, and approaches with diverse communities.
EDUCATION OR EXPERIENCE:

- Bachelor’s degree or equivalent (at least 5-7 years) experience in grants writing, fundraising, or communications.
- Experience working in a nonprofit or government context is a plus.

REPORTS TO:
Director of Strategic Partnerships and Funding

WORKING CONDITIONS

This position is a mostly remote work arrangement, with occasional onsite work located in and around our Seattle office. Some travel is required to attend meetings/events/conferences locally, statewide, and nationally. Regular workday and work week are established with some planned early morning or evening hours, and overnight/out of area travel.

PHYSICAL REQUIREMENTS

Employee is expected to make decisions, read, and write, speak publicly, and interpret information and data. May be seated for periods of time, and occasionally may have to lift boxes or other materials that weigh up to 20 lbs.

To apply, please email your résumé and letter of interest referencing Grants Manager job title in the subject line to hr@seakingwdc.org. Applications will be accepted on a continuous basis until the position is filled.