

Position Title:	Grant Manager	Department:	Development
Reports to:	Chief Development Officer	Classification	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>
Date:	January 2021	Supervises:	Yes No <input checked="" type="checkbox"/>

Volunteers of America Western Washington is seeking a grant manager to implement the organization's overall grant efforts and ensure the process works effectively and efficiently. This position will be responsible for the researching, planning, writing and implementing of our grant program from identification, application to approval and utilization.

WE OFFER:

COMPETITIVE SALARY
UP TO 200 PAID TIME OFF HOURS PER YEAR
MEDICAL, VISION & DENTAL BENEFITS
LIFE INSURANCE
403(B) RETIREMENT
SHORT TERM DISABILITY
EMPLOYEE ASSISTANCE PROGRAM and more....

GENERAL FUNCTION: The Grant Manager is responsible for researching and writing proposals to foundations, corporations, government entities and other grant-making bodies for both unrestricted operating revenue and program specific funding. This position is an integral part of the VOAWW development team with strategic direction set by the development objectives for the agency as a whole.

QUALIFICATIONS:

- Bachelor's Degree in a related field and/or five years of experience in successful non-profit grant writing and government grant writing experience a plus
- Demonstrated ability to write successful grant proposals
- Knowledge of foundations and corporations, both local and national
- Knowledge of state and federal funding sources
- Motivated self-starter with ability to work independently with purpose and accuracy in a fast-paced environment
- Must be an organized worker, detailed oriented, have a proven track record of developing successful relationships with community members, be a team player, and be able to manage multiple tasks at a time

PRINCIPAL ACTIVITIES:

- Develops an annual grants strategy
- Prepare, assemble and submit high quality grant requests including letters of intent, proposals, budgets, and other materials
- Conduct prospect research and identify new funding sources for agency (restricted and unrestricted)
- Work with senior directors and program managers to compile financials and data
- Maintain grants calendar to ensure timely submission of letters of intent, request for proposals, and grant reports
- Submit all required follow-up reporting and documentation to grant funder
- Establish and maintain personal contact and relationships with foundation contacts and program officer's
- Ensure prompt acknowledgement of foundation gifts
- Other duties as assigned

If you wish to apply for this position, please email your resume and cover letter to:
recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.