



## Job Description

**Job Title:** Grant Writer

**Supervisor:** Grants & Contracts Manager

**Department:** Resource Development (RD)

**Union Affiliation:** OPEIU (Associated dues will apply)

**Status:** Non-Exempt

**FTE:** 1.00

**Salary Grade:** 25

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events related to understanding and dismantling institutional racism and building cultural competency

**Job Summary:** The Grant writer provides a critical connection between the mission of Solid Ground and our funding partners and is responsible for accurately representing our community's needs and how our programs respond to those needs. The Grant writer will prepare and submit approximately 75 funding proposals annually to private and public sector sources, working to raise approximately \$500,000; cultivate ongoing relationships with funders, and write and submit more than 20 progress reports and final reports to funders. The Grant writer will be supervised by Solid Ground's Grants & Contracts Manager.

The Grant writer's impeccable execution of the entire grant funding process—from prospecting to closing grants with reports—is critical to maintain and grow Solid Ground services.

Grant writers at Solid Ground are responsible for acquiring private revenue to help cover all unmet

program costs (over \$1.7 million annually) as well as to write new public applications and support ongoing public renewal applications (public fundraising amounts vary but range in the multi-millions). The majority of time will be divided between researching programs and external data; working internally with programs, finance, and other departments to write proposals, acknowledgments, and reports; communicating directly with external funders; and documenting actions in the department's dual databases, Raiser's Edge for private funding and the Access Public Grants & Contracts (PGC) Database for public funding.

### **Essential Responsibilities, Duties & Tasks:**

**25% Build Internal & External Relationships** – Grant writer is responsible for cultivating and stewarding relationships with private funders in their portfolio, as well as building rapport and strong relationships with program and finance staff in their portfolio.

- Under the direction of the Grants & Contracts Manager, initiate and build relationships with existing, lapsed, and prospected private funders. Prepare materials for, coordinate with program staff for, and participate in site visits with current and potential grantors.
- Build strong internal relationships to obtain information necessary to write strong proposals. Develop clear, thorough understandings of program operations, understanding the nuances and overlaps between programs, focus populations, and activities.
- Communicate regularly with program leads, administrative program staff, and the finance team on the status of private funds, award spenddown, reporting requirements, and identified funding needs in program budgets. Collaborate with Grants & Contracts Manager on public funding internal communication needs.
- Live into team values of reducing the burden of fundraising on program staff by clearly communicating expectations, deadlines, and application needs in a timely manner. Meet program and finance staff where they are!

**40% Write Strategically for public and private funding sources** – including private funder portfolio of up to 50 foundations, corporations, and organizations: and public funding from a variety of City, County, WA State, and federal agencies.

- Write strategic, well-informed, and clear letters of inquiry (LOIs) and private & public grant proposals including RFAs/Qs/Ps and more!
- Produce additional writing needed to create grant acknowledgments, reports, and various funder stewardship communications under the direction of the Grants & Contracts Manager and in conjunction with agency staff.
- Support collaborative Grants Team writing – in editing proposals that others are lead on including public grants, general operating proposals, and more.
- Support the Resource Development, Communications & Volunteer Services Joint team with up-to-date program details, strategy, and metrics.

**15% Data Entry & Tracking** – Maintain data integrity of grant funders, proposals, and gifts in Raiser’s Edge database and Access PGC Database by completing data entry on actions in a timely fashion and keeping contact information up-to-date.

- Personally responsible for tracking due dates, checking guidelines, stewardship engagements, reporting and more for portfolio.
- Coordinates with RD Operations Coordinator and Finance team on gift forms and associated accounting paperwork requirements.

**10% Research Community Needs & Prospect Potential Funders:**

- Research & identify private funding opportunities through community outreach and convenings, Puget Sound Grant writer Association participation, Foundation Directory Online, Form 990s, internal systems, and the internet.
- Vet & assess foundation priorities, read and interpret Requests for Proposals (RFPs), and develop strategies to solicit grants.
- Build a repository of external data on relevant topics and social issues affecting our target population; develop library of best practices within the field; draw conclusions from statistics and studies to support program effectiveness.
- Support public funding advocacy efforts at local levels primarily including Seattle City and King County.

**10% Attend meetings, trainings, and anti-racism capacity building** – Participate in frequent department and agency meetings including anti-racism action teams, caucusing, and affinity groups and, as required, relevant trainings covering grant writing and anti-racism growth.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Education & Experience:**

Requires one of the following:

- a) Three years of experience in non-profit human services work, including one year of experience writing successful funding proposals for private and/or public funding.
- b) Bachelor’s degree in human services or a writing-related field of study, and at least one year of experience writing successful funding proposals for private and/or public funding.
- c) Any combination of other measurable writing experience, non-profit work and/or education, which demonstrates the capacity to perform the duties of this position.

**Minimum Qualifications:**

- Excellent clear, compelling and persuasive writing skills.

- Ability to work both independently, and as part of a team coordinating efforts with diverse program and development staff.
- Attention to detail and commitment to organization & record keeping.
- Proactive, curious, and self-motivated nature.
- Ability to meet deadlines and work in a fast-paced, responsive environment.
- Strong organizational skills and an ability to handle multiple projects simultaneously.
- Proficiency in Microsoft Word and Excel.
- Commitment to the mission of Solid Ground.
- Passion for anti-oppression and social justice work.

**Desired Qualifications:**

- Proficiency in Funder Grant Submission systems and Raiser's Edge & Access databases.
- Familiarity with Microsoft 365 SharePoint and Teams.

**Physical Demands/Working Conditions:** This position is in an office setting with the ability to telecommute on an as-needed basis approved by the Grants & Contracts Manager. At least 60% of the time is spent on the computer, 25% of the time is spent in meetings and 15% of the time is spent on the phone, filing, making copies, preparing mailings and on other miscellaneous tasks. The position requires the employee to lift up to 20 pounds (rarely) and 5 to 10 pounds (occasionally), and push/pull from 2 to 5 pounds (occasionally).