JOB DESCRIPTION

JOB TITLE: Grant Writer
DEPARTMENT/PROGRAM: Administration
REPORTS TO: Executive Director
STATUS: Full Time/Exempt
LOCATION: Daybreak Star Center
GRADE: $50,000+

Our mission is to provide educational, cultural and social services that reconnect Indigenous people in the Puget Sound region to their heritage by strengthening their sense of belonging and significance as Native people.

JOB SUMMARY:

We are looking to hire a dedicated Grant Writer to write grant proposals for our organization. The Grant Writer will write coherent, organized and compelling proposals. They will apply their knowledge of fundraising methods and plans to reach income goals. They will collaborate with team members in the organization to assist with other fundraising projects, and develop relationships with key stakeholders.

To ensure success they need to be a strong writer, have proficient knowledge of fundraising methods and be committed to the mission they are representing. Preferred applicants should be deadline-driven team players, with outstanding multitasking abilities and highly organized.

ESSENTIAL FUNCTIONS:

- Responsible for researching, collecting data, and writing of each grant, in collaboration with program directors and managers as it relates to their programs.
- Write high-quality grant proposal narratives, applications, and supporting documents
- Manage the proposal submission process to ensure timely submission of all required materials
- Coordinate and follow up on the progress of submitted proposals
- Conduct prospect research to identify, cultivate and solicit new grants
- Identify grant funding opportunities, and develop and maintain a proposal calendar
- Develop an annual grants strategy
- Work with department managers to compile financials and data
- Develop relationships and collaborate with key stakeholders
- Maintaining proficient knowledge of organization’s history and programs
- Assist with the execution of Executive Director and Development Director’s development strategy
- Furnish prospective grant funders with supporting documents
- Collaborate with Executive Director and Development Director to send funders news updates, and to promote on-site tours
- Collaborate with Development Director to compile annual report
- Maintain records in hard copies and computer databases
- Perform other duties as assigned

QUALIFICATIONS:
The minimum education requirements and qualifications for this position are:

- Bachelor’s degree in a related field
- A minimum of 2 years of experience in research and grant writing, 3-5 preferred; nonprofit experience is a plus
- High proficiency in all areas of Microsoft Office, including Outlook, Word, Excel and PowerPoint; data software such as SalesForce and GreaterGiving preferred
- Demonstrated ability to write successful grant proposals; a short writing sample is required

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS**

- Strong communication and writing skills
- Sales Force experience preferred
- Strong attention to detail and ability to stay organized
- Fast turn around time on priority projects
- Understanding of social services or native services
- Experience collaborating with a variety of staff
- Proficient with measuring and reaching income goals
- Able to write a budget, and have understanding of financial statements and budgeting
- Can work independently, maintain a consistent schedule and maintain regular contact and coordination with the Executive Director
- Ability to develop positive relationships with clients, funders and staff
- Must pass a background check
- Must be able to lift 20 pounds at a time
- Job may involve prolonged sitting at a work station, and prolonged standing and walking in an office environment; and may involve a flexible schedule

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<tr>
<th>Opening Date: 1/21/20</th>
<th>Submit cover letter and resume to:</th>
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<tr>
<td>Closing Date: Until filled</td>
<td>United Indians of All Tribes Foundation is an Equal Opportunity Employer</td>
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United Indians of All Tribes Foundation
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