



Title:	Grants Manager
Employment Status:	Full Time Exempt, 40 hours a week with occasional evening/weekends
Location:	Remote (within WA State) or Hybrid (Federal Way)
Reports to:	Development Director
Benefits:	Medical/Dental/Vision with 100% employee premium paid by the organization; Paid vacation, sick time & holidays; Mileage & Phone Reimbursement; Employer-contributed retirement after 1 year
Compensation:	\$68,000 - \$80,000 annually
Travel:	Occasional regional travel (WA State) required

ABOUT THE ORGANIZATION

For over 20 years, Communities In Schools of Washington (CISWA), in partnership with our 14 local network affiliates (11 independent 501(c)(3) organizations and 3 emerging organizations) across Washington state has been striving for equity in educational opportunities. The state office is a small, high-energy office that has a history of strong operations and successful outcomes built upon community partnerships. Driven by our core values of collaboration, opportunity, access, and transformation and in adherence to the CIS National guidelines, the state office works to ensure that all affiliates and their Boards of Directors have the tools and capacity to provide and sustain strong student programs and services in their local communities as they work directly inside K-12 schools supporting students who have historically been furthest from educational justice.

JOB SUMMARY

CISWA's Resource Development team is growing its expertise to strengthen its organizational fundraising capacity for the Washington Network. The Grants Manager oversees private and public grant opportunities for CISWA. In partnership with Development Director and State Director, the Grants Manager identifies foundation opportunities, conducts research, and tracks and manages the organization's grants pipeline, with an emphasis on maintaining a strong private funding portfolio while focusing on growing our agency's access to public funding opportunities. This position also oversees maintenance of accurate donor database records and collaborates with other team members to ensure timely donor correspondence and acknowledgements.

ESSENTIAL JOB FUNCTIONS

Key Responsibilities

- Manages grant processes to include research, timeline tracking, writing proposals, and submitting funder reports to secure state office and collaborative network funding.
- Writes and submits a minimum of 4-6 grants per month with average grant submission of 60 per year; with a primary focus on private foundations.
- Research, identify, prospect, and develop strategies for new grant funding opportunities with a focus on growing our public funding portfolio.
- Review all aspects of each grant submission to ensure the proposal meets all granting agency requirements.
- Manages donor database with accurate input and timely maintenance, prepares donor reports for staff and board members, and collaborates with other team members to ensure high quality and timely donor correspondence.
- Track and fulfill grantor post-award requirements including acknowledgement letters, reporting, grantor communication, and grantor stewardship.
- Create and maintain documents and templates to support grant implementation, including template documents for use in network-wide grants.
- Lead post-award grant administration to ensure that budgeting and administrative policies, procedures, activity tracking, reporting, and any other grantor requirements are followed.



- Work in partnership with Finance Manager to ensure that each of CISWA's Subrecipient Agreement (SRA) is managed and documented in grants to achieve agency objectives and legal requirements.
- Performs other development or related activities as requested.

General Duties

- Promote a culture of teamwork by building positive relationships across the CISWA Network.
- Attend meetings, events, professional development and/or training opportunities throughout the year as determined by needs and opportunities that arise.
- Maintain highly ethical and professional behavior as a representative of CISWA.
- Performs other identified duties appropriate in a small team oriented non-profit office.

JOB QUALIFICATIONS

Education & Experience

- Minimum 3 years of experience in grant management (4+ years preferred).
- Bachelor's Degree in a related field preferred; equivalent combination of education and experience from which comparable knowledge and skills have been acquired may substitute for degree.
- Proven competency and accuracy managing details with donor databases (Little Green Light preferred) or similar tracking systems.
- Successful experience writing grants or preparing similar data-driven reports.
- Experience with resource development strategies and events desired.
- Experience with both public and private funding.

Demonstrated Skills

- Exceptional relationship skills to foster teamwork aligned with strong leadership qualities to motivate staff and network leaders.
- Highly entrepreneurial, multi-tasker with a solution focus.
- Strong writing skills including grammar, spelling, and the ability to independently compose and edit materials; experience proofreading and editing under tight deadlines.
- Proven skill in organizing resources, establishing priorities, and meeting deadlines.
- Commitment to personal and professional growth to support diversity, equity, and inclusion.
- Passion to serve and make a difference in the lives of others.
- Competency with computer software including Microsoft Office Suite and a client relationship manager database.
- Comfort in dealing with a variety of personalities, positions, and skill levels.
- Organized, efficient, detail and process oriented.
- Superior attention to detail; excellent written, oral, presentation, and professional skills.

Other Requirements

- Must have access to reliable transportation and ability to travel occasionally.
- Able to work occasional evenings and weekends.

BENEFITS

- Medical/Dental/Vision (100% of employee premiums paid by the company)
- 15 days paid vacation
- 15 paid holidays
- Sick time
- Employer-paid life insurance policy
- 403b Retirement account with employer contributions after 1 year
- Cell phone and mileage reimbursement



TO APPLY

Please submit your resume and cover letter to [Formstack](#). Applications received by July 19, 2024 will receive priority consideration.

HIRING PRACTICES

At Communities in Schools of Washington, we are dedicated to building a diverse and inclusive workforce that reflects the communities we serve. Don't meet every single qualification? Studies have shown that women, Black, Indigenous and people of color (BIPOC) are less likely to apply to jobs unless they meet every single qualification. If you think you are a good fit for this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may have lived experience or natural abilities (versus learned experience) that would be just the right fit for this or other roles.

Communities In Schools is committed to Diversity, Equity and Inclusion and promotes policies and practices which support and grow our capacity to reflect these values across all aspects of our agency. Communities In Schools of Washington is an equal opportunity employer. No applicant will be discriminated against because of age, disability, familial status, gender, gender expression, national origin, race, religion, sexual orientation, or veteran's status.