



**Job Description**  
**Title: Grants Writer**  
**Status: Full Time (Salary)**

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This position description is a guide to the critical duties and essential functions of the job, but is not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and subject to change to meet the needs of the Training Fund and funding requirements.

**Job Title: Grant Writer**

**Reports to: Grants and Contracts Manager**

**Office Location:** Renton, WA

**Worksite Designation:** Hybrid

Live in the **Puget Sound Region** of the State of Washington with a reasonable commute to Renton, WA. Approximately 80-90% of the role will be remote. Up to 10-20% may involve attendance at in-person events, trainings, conferences, or team events on an as-needed basis.

**Organizational Overview:**

The SEIU Healthcare 1199NW Multi-Employer Training Fund (Training Fund) is a non-profit, labor/management partnership including eight major healthcare employers and the largest healthcare union in Washington State. The Training Fund was formed in 2008 and is a statewide program that addresses the workforce needs of participating employers and supports the career, knowledge, and skill aspirations of SEIU Healthcare 1199NW members. The Training Fund is the sponsor of the state-registered Health Care Apprenticeship Consortium (HCAC) and of the Virtual Healthcare Institute (VHI) serving a range of regional employers, unions, union members, and student candidates.

**Position Overview:**

The Grants Writer position is a new role at the Training Fund. The Grant Writer is an experienced professional, responsible for developing and implementing successful fundraising strategies for the Fund. The prime goal of the Grants Writer is to secure the funds needed to support the Fund's strategic

initiatives by developing a portfolio of sustainable and renewable grants within a labor/management context. Principal responsibilities include: strategy, research, development, and management of a robust portfolio, proposal writing and submittals; identifying and researching appropriate foundations and other funder prospects; advising and facilitating grant implementers; monitoring and reporting; and supporting fiscal oversight. The Grant Writer will work with a variety of stakeholders and partners to create new funding proposals and ensure grants management systems are set-up to ensure project success.

This role is highly collaborative working with staff, the Grants and Contracts Manager, the Leadership team, labor and employer representatives and must maintain flexibility and be able to respond quickly to opportunities by working with a huge array of internal and external stakeholders.

The Fund plans to grow grant development and is looking for an experienced Grant Writer who is comfortable in all stages of grant planning and writing to grant monitoring and reporting. This position, along with others in the Training Fund, is responsible for safe operations of all Training Fund activities.

### Essential Job Functions:

***Incumbent must have the skills, abilities and judgment to perform the following essential job duties and responsibilities, with or without reasonable accommodation:***

- Identify potential funding sources utilizing databases, publications and government websites, matching the Fund's program goals and priorities with grant opportunities.
- Works with Leadership Team and staff to strategize, set goals and develop grant opportunities from prospective funding organizations
- Develop and oversee grants pipeline, including identifying and researching potential funding sources; outlining engagement strategies and plans for building relationships with foundation and corporate representatives; and ensuring ongoing cultivation and stewardship of all grants program funding sources.
- Cultivate, manage, and steward relationships with potential and current foundation program officers and equivalents.
- Manage the grant development process (for corporate, foundation, and government grant applications) from start to finish, including drafting compelling and dynamic letters of intent and full proposals, developing budgets and timelines, and producing interim progress reports, as necessary.
- Coordinate with independent contract grant writers for grant opportunities, applications and reports.
- Review, evaluate, and communicate requirements of potential funding opportunities. Establish and maintain relationships with funders.
- Review grant funding award terms, conditions and commitments with stakeholders. Assist Grants Manger with ensuring that funds are expended in compliance with the applicable terms and conditions.
- Coordinate with team members assigned to contribute and report regular progress on projects. Work with Grants Manager to ensure they have a clear understanding of their responsibilities

and deadlines and that essential information is provided in a timely, accurate and consistent manner.

- Assist Grants Manager with reporting on the completion of grant deliverables ensuring they are completed on time, are within budget and meet compliance requirements.
- In collaboration with Grants Manager and program managers, manage pre-award process, including assigning and collecting required components, developing budgets, completing necessary forms, and submitting proposals.
- Serve as liaison with grant coordinators and Training Fund staff and stakeholders, to develop funding proposals to support new and existing programs in line with Training Fund strategic plans.
- Develop interim and final reports for grant-funded programs. Support Grants Manager in coordinating financial tracking, grant invoicing and reporting with the Finance department and Program staff regarding the execution and progress of grant-funded projects.
- Collect and review data for reporting.
- Monitor changes to federal regulation and industry best practices and work with Grants Manager to identify current or emergent compliance concerns.
- In collaboration with Training Fund leadership, maintain projection of current and future programmatic funding and expenses and help identify opportunities for additional funding.
- Track funder updates including correspondence and outstanding requests.
- Provide support and coordinate efforts in drafting proposals, concept papers, letters of intent, letters of supports, reports and other funding materials as needed.
- Engage and educate staff from across the organization on grants that Training Fund currently has.
- Research statistics, trends and data for grant proposals including research and data-gathering — both from external sources and Training Fund program data.
- Maintain funding calendar: submissions, renewals, reports, funding projected and received
- Maintain grant database to track grant deadlines, submissions, etc.
- Maintain the records for all Foundation/Institutional Funding proposals and letters of inquiry sent or correspondence and communications received.
- Develop/enhance system for prospect research and tracking
- Research new funding opportunities on a local, state, and federal level both with private and public funding.
- Maintain and build relationships with funders, philanthropy and other strategic partners on a local, state, and national levels.
- Other
- Acts as an organizational representative in all situations, setting a strong example of professionalism, work completion and quality, and commitment to organizational goals and ethics.
- Establish work priorities in a highly organized manner while maintaining flexibility in scheduling and adhering to quality requirements and deadlines.
- Perform other tasks and responsibilities as assigned.

### Required Skills/Abilities:

- Highly skilled with use of technology and data systems to regularly report, communicate, document and track information.
- Attention to detail and ability to comprehend, retain, and apply specific policy information.
- Willingness to learn and established history of learning and advancing own professional skills.
- Ability to independently exercise a high level of judgement.
- Experience working with diverse populations and addressing unique needs.
- Flexibility regarding hours; weekend and/or late hours will be required occasionally.
- Time management, organizational, and record keeping skills. Discipline in personal management, self-motivation, accountability and responsibility.
- Strong Commitment to personal growth and development on issues of racial equity and diversity, and to advancing diversity, equity and inclusion health care workforce access
- Ability to critically evaluate and prioritize information gathered from multiple sources and reconcile conflicts
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent interpersonal, negotiation and conflict resolution skills
- Strong analytical and problem-solving skills
- Highly Proficient with Microsoft Office Suite, spreadsheets, or related software
- Proficiency with or the ability to quickly learn the organization's databases, including, but not limited to Salesforce, Rouxbe, Financial Edge, Monday.com, Canvas, Sharepoint, etc.
- Ability to work with integrity, credibility, professionalism and confidentiality
- Ability to follow privacy policies and respect for confidential information
- Incumbent must have skills, abilities and judgment to perform the following essential job duties and responsibilities, with or without reasonable accommodation

### Desired Skills and Experience:

- Superior written and verbal communication skills with proven grant writing and research skills, including the ability to listen and develop information into grant proposals and codify ideas into coherently written text.
- Minimum of three (3) years of experience in grant writing, grant management, and project and/or program management and coordination.
- Experience managing federal and non-federal grant application/award processes and post award grants management.
- Knowledge and experience with healthcare training programs throughout the Washington State college system, including familiarity with necessary pre- requisite courses.
- Experience with program or audit compliance and proper documenting practices.
- Ability to navigate well in labor/management settings and build and sustain partnerships with external stakeholders.
- Work with grant funders or in a grant environment.

- Experience working in an environment with multiple partners and stakeholders.
- Proven record of working collaboratively to meet performance goals.
- Ability to gain proficiency in the use of fundraising software.
- Intermediate or higher proficiency in database systems.
- Ability to work with and advance engagement with employer partners, labor unions and staff and to collaborate effectively in labor/management settings
- Bilingual skills preferred

#### Required Items:

- Successful completion of background check is required
- Valid Washington State Driver's License and access to a reliable insured vehicle
- Needs to live in or move to the State of Washington in assigned region.
- COVID-19 complete vaccination, shot documentation required or proof of meeting state or federal law, including medical disability under the American with Disabilities Act (ADA) guidelines, for not vaccinating
- Candidates will be evaluated on their lived and learned experience, professional background, volunteer experience and direct and transferable skills.

#### Educational Requirements:

- Bachelor's degree and 5+ years' experience required, with successful achievement of significant grants
- Additional or alternate education or experience considered

#### Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times
- Must be able to access and navigate the TF's facilities, partner organizations, and classroom locations

#### Work Environment: Hybrid

This position provides services primarily remotely in Washington State. Training Fund educational operations include limited program work in Oregon and Alaska. The position requires various "in-person" involvement with apprentices, employers, instructors, and community partners at multiple locations; other portions of this role will be split between telework work and the Training Fund office. This position will require travel on an as-needed basis and during some non-traditional hours (early mornings, later evenings, and occasional weekends) to meet with participants and attend meetings at locations such as hospitals, schools, public places (community buildings, event venues, etc.), and partner organization sites. Note: COVID restrictions may require a higher level of remote work.

#### Compensation and Benefits:

- Compensation Range: \$69,578 - \$85,460

- Above average retirement package
- Generous vacation and sick leave days
- Medical insurance paid in full for yourself and family through Kaiser Permanente
- Dental insurance paid in full for yourself and family through MetLife
- Disability and life Insurance through the Hartford Group
- LinkedIn learning membership
- Employee Assistance Program (EAP)
- 14 Annual Paid Holidays, 3 personal holidays and winter break (closed 12/24 – 12/31)
- Two volunteer days
- Gym/trainer membership stipend
- Work-related professional development reimbursement
- Internet stipend
- Commute stipend

**Please Apply:**

We welcome candidates who:

- Demonstrate the skills, abilities, and experience needed for this role regardless of education and compensation history.
- Are inspired by our values of integrity, collaboration, innovation, equity, and outcome oriented.
- Are willing to grow in personal and professional learnings of social and racial justice.
- Demonstrate a commitment to improving outcomes for candidates for health care positions and incumbent health care workers furthering their careers.

**Application Process**

At the Training Fund, we value our culture and prioritize diversity and inclusion more than what college you attended or what company you worked for before. Therefore, we include objective assessments and a one-way digital video interview in our process to give you the opportunity to shine beyond your resume, reduce bias, and help our hiring team make better decisions. All our candidates are asked to go through this process so we can evaluate everyone equally.

To apply, click on the link below where you will:

- Complete the application and provide three references from previous employers
- Submit your resume and cover letter
- Complete a video interview

<https://www.ondemandassessment.com/link/index/JB-GDQWV6OFI?u=1171336>

Position will remain open until filled.

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*changing needs of our labor/management partnership. This is an at-will, exempt, and variable work schedule and location position. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

*The Training Fund is an equal opportunity employer. All employees and potential employees are entitled to be treated respectfully and without discrimination on the basis of race, creed, color, national origin, religion, sex, sexual orientation, gender expression and identity, age, political ideology, honorably discharged veteran or military status, or disability. Employees are protected from retaliation for complaining about discrimination, opposing discrimination, and cooperating in discrimination investigations.*

*The SEIU Healthcare 1199 NW Employer Training and Education Fund has a non-discriminatory policy and is an equal-opportunity employer. Women, persons of color, bilingual/multilingual, and LGBTQ+ individuals are strongly encouraged to apply. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions.*

*The Training Fund is a harassment-free workplace.*