



Grants Manager

Salary: \$21.50-\$25.50/hour (\$44,720-\$53,040 year) depending on experience

Location: Tacoma, Washington (Remote Work Available to Washington Residents Only)

Position Type: Non-exempt, Full-time (40 hours/week)

Reports To: Director of Development

About Peace Community Center

Peace Community Center is rooted in faith and the Hilltop neighborhood and believes that education is an integral part of a strong community. Peace Community Center's mission is to create transformational educational experiences for Hilltop youth and families of promise empowering future success in college, career, and community leadership.

About the Position

The Peace Community Center Development Department is a team of four interdependent colleagues that collaborate closely to achieve funding and service goals that ultimately provide equity educational opportunities for Hilltop youth. The Grants Manager is responsible for developing and implementing strategies to raise funds through private foundations, corporations/businesses, and government entities. Responsibilities include researching, planning, organizing, writing and submitting applications; ensuring timely and quality reporting; and coordinating relationships between the funding institutions and the Development Director. Candidates must demonstrate a commitment to diversity, inclusion, and cultural competence.

Primary Responsibilities

Develop, manage, and execute the grant plan for the support of private, public, and corporate foundations and civic organizations including:

- Partnering with the Development Director to develop strategies to engage, solicit, and steward these prospects
- Researching prospects, developing cultivation and solicitation strategies for each prospect, and coordinating with the Development Director and/or Executive Director to implement the strategies
- Preparing and submitting grant proposals
- Ensuring that all funders' requirements are met, including reporting
- Coordinating grant-related site visits, including support to the Development Director, Executive Director, and Board of Directors for in-person meetings with current and potential funders
- Maintaining a grant calendar that effectively tracks and monitors grant proposal and report status including submissions, responses, renewals, and reporting requirements
- Preparing monthly reports on grant solicitation and funder reporting progress
- Maintaining notes and interactions in database



Collaborate effectively with program, finance, and other development staff to communicate the qualitative and quantitative stories of Peace Community Center's success, impact, and needs to funders including:

- Keeping abreast of programs and programmatic changes
- Understanding program data used to evaluate programming and its impact
- Using and understanding budgets and other financial documents
- Gathering stories that are useful in explaining programming impact

Attend meetings, forums, training as appropriate for strengthened relationships with existing or new funders.

The Grants Manager works closely with the development and program teams and reports to the Development Director.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Experience and Qualifications

- Must be committed to the mission of Peace Community Center and have a passion and commitment to education equity
- Excellent written and verbal communication skills, including the ability to write persuasively in clear and concise language
- Bachelor's Degree in Communications, Human Services, or a related field.
- Minimum 3 years of grant writing experience with private foundations, government (local, state and federal) contracts, and corporations. A combination of 3+ years of related fundraising experience and education will be considered.
- Must be detail oriented, solutions-oriented, organized, and effective at using time and resources
- Experience taking initiative and excelling in a deadline-driven environment
- Ability to simultaneously manage multiple projects
- Ability to thrive both on a team and working independently
- Demonstrated commitment to understanding and dismantling racial inequities
- Skilled knowledge of Google Apps and Microsoft Office Suites
 - Excellent written communication
 - The ability to demonstrate a friendly, courteous and professional manner while working with students and families, volunteers, external partners, school and Peace staff
 - Skilled knowledge of Google Apps and Microsoft Office Suite

Compensation

Salary: Non-exempt, Full-time (40 hours/week) position with a pay of \$21.50-\$25.50/hour (\$41,000-\$49,000 year) depending on experience.



Benefits: Generous personal leave and benefits package, including paid time off; health, vision, and dental insurance at 100% employer paid premiums for employees and 50% for dependents; and 403(b) retirement plan with 3% employer contribution. The successful candidate will have flexibility to work-from-home and will have office space in our Tacoma office. Peace's Grant Manager will be required to come to the office at least 2 days per month.

Application Process and Timeline

Please apply online by submitting your cover letter, resume, and a grant writing sample in **a single PDF document** via email to jobs@peacecommunitycenter.org. Please use the subject line "Grants Manager Application." In your cover letter, please describe your interest in Peace Community Center and your qualifications for the Grants Manager position. Early applications are encouraged. **The application deadline is Sunday, April 11, 2021.**

Incomplete applications will not be considered. No phone calls please. Finalists for this position must satisfactorily complete a pre-employment background check.

Qualified candidates will be interviewed on a rolling basis until the position is filled.