



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## Job Description

**POSITION TITLE:** Grants and Resource Development Specialist

**PROGRAM:** Development

**REPORTS TO:** Executive Director

**STATUS:** Full Time, Non-Exempt (37.5 hours/week)

**PURPOSE:** Under the direct supervision of the Executive Director, the Grants and Resource Development Specialist is responsible for coordination and facilitation of grant research, preparation, writing, and submission to foundations, non-profit entities, government agencies, and any other funding source.

### RESPONSIBILITIES:

1. Compose and edit grants and proposals to secure new funding and continue existing funding
2. Research funding sources to identify new private and public grant opportunities
3. Work closely with ReWA's Program Directors, staff and the Executive Director to compose new grants
4. Review proposals to ensure compliance with grant guidelines
5. Act as a central source of information relating to grants for appropriate language and statistical data to ensure consistency of all communication
6. Assist Directors in grant reporting
7. Create and maintain annual grants schedule for planning purposes and to allow timely submission of well written grants
8. Maintain files and records of all grants submitted
9. Establish and implement a communication structure to report grant opportunities and new funding awarded to the organization
10. Edit and standardize ReWA communication materials and collateral for consistency and maintain file of all materials
11. Assist in special event planning
12. Research and maintain up-to-date information on "best practices" for key program areas, and regional needs for the communities ReWA serves
13. Compile data/statistics in a central location and articles to help with grant writing
14. Track and provide monthly report regarding grants submitted and awarded
15. Attend staff meetings and training as required
16. Other duties as assigned

**Refugee Women's Alliance is an Equal Opportunity Employer.**

**QUALIFICATIONS:**

- BA/BS in English, Literature or related field with one year of professional grant writing and research experience or an equivalent combination of education and experience.
- Demonstrated exceptional writing and editing skills
- Demonstrated ability to multi-task and meet deadlines
- Attention to detail and high degree of organization
- General resource development knowledge
- Ability to meet deadlines and flexible availability during peak fundraising times (such as during special events)
- Proficient using Microsoft Office – including Word, Excel and Access
- Experience or aptitude using desktop publishing applications (Microsoft Publisher, Adobe InDesign and Illustrator)
- Competency in communicating with funders and sharing ideas with management
- Ability to work in a multiethnic environment; sensitivity to and respect for diverse cultures
- Demonstrate strategic thinking and problem solving skills
- Self-starter with excellent organizational skills and an ability to work in a team environment

**BENEFITS**

Medical and dental insurance; life insurance; 403(b) retirement savings plan; paid holidays, vacation and sick leave

POSTED: January 13, 2010

CLOSES: Open until filled

FOR CONSIDERATION: Please send resume with cover letter and four professional references to: Refugee Women's Alliance, 4008 MLK Jr Way S, Seattle WA 98108. Fax (206)721-0282 OR Email: [abi@rewa.org](mailto:abi@rewa.org)

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