



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 OPENING**

**POSITION TITLE:** Grant Writer  
**REPORTS TO:** Chief Development Officer  
**STATUS:** Part time – 30 hours a week  
**COMPENSATION:** \$27.00 to \$29.00 per hour

### **SUMMARY:**

Refugee Women's Alliance is hiring a Grant Writer to manage the agency's grant prospecting, writing, and reporting activities. This is a regular full-time position that will work in tandem with ReWA's Grants Manager and report to ReWA's Chief Development Officer.

On an annual basis, the Grant Writing Team solicits upwards of \$1.5 million in public and private funding through over 70 proposals. The Grant Writer will be responsible for researching public and private grant opportunities, writing letters of inquiry and grant proposals, and managing grant reporting. The position will work across the organization, partnering primarily the Grants Manager to craft and submit proposals.

### **ABOUT REWA:**

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services,

delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

## **RESPONSIBILITIES:**

- Gain a strong understanding of each ReWA program, the nuances between them, and the target populations served; learn the strongest ways to communicate ReWA's attributes and effectiveness to funders, both for the agency as a whole and each program
- Conduct research for prospective funding opportunities and identify new institutional and corporate funding sources; assess RFPs and other grant solicitations for their fit with the agency's mission and programs
- Partner with Grants Manager to maintain a grants calendar with the dates and other information of upcoming grant applications and master list of grants awards, outcomes and compliance requirements; contribute to accurate and updated database record keeping
- Write proposals of all lengths and to all types of funders (local government, state of Washington, federal government, and corporate and philanthropic foundations); gather information from program staff, finance staff and database (future) to articulate goals, activities, anticipated outcomes, successes and challenges, etc., to funders; edit writing material provided by program staff in order to produce coherent and cohesive grant proposals
- Support Grants Manager in writing and submitting proposals by serving as editor, troubleshooter and sounding board for their work, as needed
- Maintain grants submission materials and grants documents in centralized files

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree or equivalent practical experience required
- Minimum one year of grant writing experience
- Demonstrated success writing successful proposals to local government, state government, private and corporate foundations, the federal government and King County area human services agencies
- Proven research abilities, including gathering and interpreting data; funder prospecting experience desirable
- Exceptional writing, editing and copy-editing skills; excellent communication skills, both in person and on phone, verbal and written
- Ability to write concise narratives that tell stories with data; interest in the experiences, needs, and resiliency of the local immigrant and refugee community
- Strong team collaborator with high emotional intelligence, interpersonal skills, good judgment, and ability to work effectively with diverse groups of people

**BENEFITS:** Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave.

**TO APPLY:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**CLOSING DATE:**

Open until filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.

