



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**

<b>POSITION TITLE:</b>	Grants Manager
<b>REPORTS TO:</b>	Chief Development Officer
<b>STATUS:</b>	Full-time non-exempt
<b>SALARY:</b>	\$30.00 to \$34.00 per hour
<b>HOURS:</b>	30 Hours per week
<b>LOCATION:</b>	MLK

### **SUMMARY:**

Refugee Women's Alliance is hiring a Grants Manager to manage the agency's grant prospecting, writing, and reporting activities for private funding sources, such as foundations, corporate giving programs, and similar institutions. This is a regular full-time position that will work closely with ReWA's ED, in tandem with ReWA's Grants Manager who focuses on Public and Government funding sources, 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 Grants Manager 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, taking direct guidance from ReWA's ED and collaborating with program directors and finance staff to prioritize, 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 comprehensive understanding of ReWA's programs and their impact, specifically focusing on the alignment with private funding priorities, and the requirements of private foundation giving.
- Collaborate with the Executive Director (ED) to conduct thorough research on potential private funding sources, and private foundation grants; assess Requests for Proposals (RFPs) and other grant solicitations to ensure alignment with ReWA's mission and programs.
- Partner with ED to prioritize and 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
- Ensure regular and timely communication with internal stakeholders (ED, programs teams, finance team, etc.) around progress towards grant submissions, objectives, and compliance.
- Partner with ED to ensure communications with programs on progress towards grants objectives achievement and/or gap analysis and ideation for lagging results; collaborate with ED to proactively and ongoingly monitor compliance with grants objectives and deadlines.
- 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 recordkeeping
- Maintain grants submission materials and grants documents in centralized files
- Support part-time grant writer in writing and submitting proposals by serving as editor, troubleshooter and sounding board for their work
- Cultivate and steward relationships with current institutional funders to ensure continued and expanded giving; support leadership in maintaining external relationships with new and current funders
- Participate in department and agency meetings and serve as a core member of development team

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree or equivalent practical experience required.
- Minimum five years of grant writing experience
- Proven track record of successfully securing grants from private foundations, federal agencies, and private funding entities.
- Strong research skills with the ability to gather and interpret data, experience in prospecting potential private funders is desirable.
- Exceptional writing, editing and copy-editing skills; excellent communication skills, both in person and on phone, verbal and written
- Experience envisioning and deploying a strong institutional giving cultivation and stewardship strategy.

- 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, soft skills, interpersonal skills, good judgment, and ability to work effectively with diverse groups of people.

**BENEFITS:** Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

**TO APPLY:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101000001&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