



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:** Grants Manager  
**REPORTS TO:** Chief Development Officer  
**STATUS AND COMPENSATION:** Full-time non-exempt  
**SALARY:** \$28.00 to \$34.00 per hour

**To Apply please submit your resume to:** [SteveR@rewa.org](mailto:SteveR@rewa.org) or follow the ADP link at the bottom of this Job Description.

## **SUMMARY:**

Refugee Women's Alliance is hiring a Grants Manager to manage the agency's grant prospecting, writing, and reporting activities. This is a regular full-time position that will work closely with ReWA's ED, in tandem with ReWA's part-time 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 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 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
- Partner with ED to 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 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 grants submissions
- 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 record keeping
- 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

## **ROLE QUALIFICATIONS**

- Bachelor's degree or equivalent practical experience required.
- Minimum five years 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
- 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.

## **SCHEDULE, LOCATION, COMPENSATION, BENEFITS, JOB CONDITIONS**

Schedule will be 40 hours per week, typically Monday through Friday with flexible start and end times, some evenings and weekends required and some seasons that may require more than 40 hours/week

Location of job will be at 4008 Martin Luther King Jr. Way S, Seattle, with some remote work expected during COVID pandemic

Compensation range is \$64,000 to \$70,000 annually DOEQ. ReWA has adopted a salary scale as part of its compensation plan. A range indicates the intention to accommodate those with varying years of relevant experience, as determined by the salary scale.

This position is eligible for all benefits offered to full-time exempt/non-exempt employees. This currently includes health insurance, dental, vision, LTD, life insurance, vacation, sick leave, paid holidays, 403(b) plan and other benefits.

This position encounters a variety of daily work situations. There may be both routine and complex interpersonal interactions to navigate with care and thoughtfulness. Processes may change based on changing needs of the organization, new technology or new ideas for efficiency. Position operates independently and engages in both remote and on-site work that may require time sitting, standing and driving. Position works under time constraints to meet objectives and deadlines, and performs extensive computer work, including using a keyboard, looking at a screen, using the internet, email, phone and video conferencing.

**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.





