



TAF

Grant Writer

DEPARTMENT	Development Team
REPORTS TO	Development Director
SALARY	\$26 - \$31/hour DOE
POST/CLOSE	OPEN until filled.
CLASSIFICATION	Part-time (20 hours)
LOCATION	TAF Corporate Office – Bethaday Community Learning Space (BCLS) – White Center 605 SW 108 th St., Seattle, WA 98146

SUMMARY

The Grant Writer reports to the Director of Development and is an integral member of the TAF team, responsible for developing winning grant proposals submitted to foundations in the private and corporate sectors as well as to city, state and federal sources of funding for TAF programs and organization. The Grant Writer will collaborate with TAF's Education and Operations Teams for their funding needs, accurate descriptions of their work and data.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Researching potential grant opportunities, and subsequently writing letters of inquiry, concept papers, case statements and proposals requesting funds for operational, program and capital needs.
- Managing and executing all grant reporting, including tracking grant records and monitoring grant application statuses, and collaborating with Program and Finance staff to collect necessary information.
- Maintain the grant content library to ensure consistency and accuracy
- Perform other duties as assigned

QUALIFICATIONS

- Minimum of 2 years of demonstrated successful grant writing experience with a proven ability to strategize, track, manage and complete multiple projects in a timely and efficient manner
- High proficiency with Microsoft Outlook, Word, and Excel; Must be able to format documents professionally and use formulas in Excel to construct budgets
- Proficient in navigating the Web and completing online form submissions and researching requirements
- Exceptional interpersonal and relationship building skills in working collaboratively with teams made up of diverse individuals.
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced

EDUCATION AND EXPERIENCES

- Bachelor's degree or equivalent is required, preferably in English, Journalism, Public Affairs, Communications or related field.
- Ideally, experience with PNW and Seattle area foundations and corporations



TAF

Grant Writer

BENEFITS

Part-time staff is eligible for benefits.

- **Vacation:** 20 hours of accumulated vacation
- **Sick:** 10 hours of accumulated paid sick leave
- **Professional Development:** Access to professional development as needed

TO APPLY

Forward resume and cover letter to the Attention of HR at tafjobs@techaccess.org. For more information visit our website at <http://www.techaccess.org/careers>. No phone calls please.

TAF complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.