



Grant Writer	
DEPARTMENT	Development Team
REPORTS TO	Executive Director of Development
CLASSIFICATION	Full-time (Monday – Thursday)
SALARY	\$50K-65K full-time
LOCATION	Bethaday Community Learning Space (BCLS)

SUMMARY

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

Qualified candidates should possess excellent writing and computer skills, and database management skills. The candidate must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. Previous experience will demonstrate a proven track record in securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.

QUALIFICATIONS



- Minimum of 3+ 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 Office, Box.com, Google Docs; 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 demonstrated writing skills
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment
- Bonus – Familiarity with Little Green Light Database

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
- Experience working with Non-Profits
- Experience working with diverse populations

Please email cover letter and resume Attn: Executive Director of Development to tafjobs@techaccess.org.

NO Phone Calls Please.