



POSITION DESCRIPTION

GRANT WRITER

Reports to: Developmental Director

Status: Full-time, Exempt

Supervises: N/A

Location: Burien, WA

GENERAL SUMMARY

Northwest Kidney Centers seeks an experienced, driven, and detail-oriented Grant Writer to help achieve aggressive fundraising goals in our efforts to fight kidney disease. This position is responsible for proactively seeking funding opportunities from community and private foundations as well as government. This role is part relationship-based and part storytelling, with an eye for detail. This position requires managing multiple priorities and having strong follow through. This role requires an independent and strategic thinker who manages time effectively and works with a high degree of autonomy and discretion to prioritize funding opportunities based on likelihood of success, as well as award amount.

This is an opportunity to actively participate in laying the foundation for a thriving grants program that will benefit the organization for years to come. Initially, a high volume of outgoing proposal submissions will be expected. With time, the goal is that the work will evolve to include a higher percentage of renewals.

A successful candidate will be able to take ownership and initiative to ensure high-quality and timely results are achieved.

This position is located at Northwest Kidney Centers' Burien campus. Compensation is commensurate with experience. Benefits include health, dental, vision, employee life insurance, and retirement matching.

DUTIES AND RESPONSIBILITIES

- 1.** In collaboration with the Development team, build and execute an annual grants management plan for corporate, foundation, government, and group support.
- 2.** Develop relationships with programs staff in the development and leadership of grant proposal teams.
- 3.** Establish and maintain relationships with new and existing funders.
- 4.** Identify grant opportunities in coordination with others from government organizations, private foundations, corporate foundations, family foundations, and other organizations.
- 5.** Initiate funder research, send inquiries, and submit letters of intent as needed.
- 6.** Write and submit proposals to prospective grant makers; steward existing grant makers and submit proposals within grant maker guidelines. Proofread proposals and other communications for improved clarity and conciseness, and correct spelling and grammar.
- 7.** Manage timelines and ensure grant submissions meet all requirements and are submitted by deadline.
- 8.** Work with the medical team to inform and prepare interim and final reports back to funders.
- 9.** Work proactively with Communications team to have a bank of compelling stories of impact in areas where funding requests are anticipated and be able to report on how grant funds were used and how program outcomes were achieved and measured.
- 10.** Research and prepare detailed budgets in support of proposed grant-funded activities in collaboration with program staff and accounting department.
- 11.** Track grant proposals and grant maker program staff relationships in the donor data base. Create reports pulled from the donor data base.
- 12.** Travel locally to meet with grant maker program staff in a variety of locations.
- 13.** Perform other duties as required.

POSITION QUALIFICATIONS

1. Knowledge of the principles, practices, and ethics of nonprofit fundraising.
2. A proven track record of successfully identifying potential grant makers and writing and submitting successful grant applications.
3. Knowledge of the grant making community and current trends locally, regionally, and nationally.
4. Knowledge of grant research tools; excellent research skills and the ability to match grant maker priorities with Northwest Kidney Centers mission and priorities.
5. Excellent planning, analytical and writing skills
6. Demonstrated leadership, planning and organization, presentation and facilitation skills.
7. Ability to communicate effectively, both orally and in writing.
8. Ability to work with a collaborative development team and interface effectively with executives, staff, board members and clinicians.
9. Ability to work with accuracy and attention to detail; consistently meet deadlines; accomplish goals using sound judgment and decision-making skills; creatively solve problems.
10. Demonstrated knowledge of MS Office and Raiser's Edge or similar fund-raising software.

JOB CONDITIONS and PHYSICAL EFFORT

1. Must be able to use a computer keyboard, mouse, and pull-down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.
2. Duties and responsibilities are performed in an office environment. The Grant Writer is not substantially exposed to adverse environmental conditions.
3. Physical activities require the ability to stoop, reach, walk, pull, push, sit for extended periods, talk, hear, and conduct repetitive motions of hands, wrists, and use fingers to manipulate items.

4. The physical requirements include the ability to lift/move objects weighing up to 10 pounds occasionally, and lift/move objects weighing up to 5 pounds frequently.
5. The position requires visual acuity to read, work extensively with information on a computer monitor, and perform other duties.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

EDUCATION AND EXPERIENCE

- Bachelor's degree preferred, with 3 – 5 years of related work experience.
- Experience in grant writing for healthcare, education, or other nonprofit cause, with documented evidence of previous grant writing success.
- Ability to work independently and in a professional manner when representing Northwest Kidney Centers to grant makers.
- Strong writing and storytelling skills, and ability to communicate effectively both orally and in writing.
- Knowledge of fund development best practices preferred.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL



Vice President of Development

4.12.22

Date



Vice President of Human Resources

4.12.22

Date