



Washington Alliance for Better Schools seeks an experienced **Grant Writer** to generate significant grant funding resources. The Grant Writer conducts a full range of activities required to research, identify, prepare, manage, and submit grant proposals to foundations and corporate sources. This position reports to the Executive Director.

The successful candidate will demonstrate the ability to write with clarity and speed, experience in organizing and managing multiple projects under deadlines, and the ability to work collaboratively with staff members from across an organization. The Grant Writer must be able to work with minimal supervision, as well as part of a team.

**Essential functions include:**

- Preparing and submitting complete foundation and corporate grant proposals
- Developing, updating and maintaining all materials to support proposals including budgets, financial statements, and legal documents
- Working with the Executive Director and program directors to determine grant strategies and priorities
- Partnering with program directors to ensure that proposals accurately reflect program priorities and operations
- Perform ongoing research to identify and reach out to prospective funding sources
- Schedule, prepare and submit all grant reports in a timely fashion
- Manage ongoing annual grants calendar
- Tracking and reporting progress toward achieving grant goals
- Manage and maintain all current and future grants-related record keeping in Salesforce database
- Annually re-visit current grantors for changes in timing, priorities, and application and reporting requirements
- Identify prospective event sponsors. Prepare, submit and follow up on event sponsorship proposals to both prospective and existing event sponsors ranging from \$10,000 - \$2,500. In addition, manage sponsor recognition and benefits.

A Bachelor's degree and 4-6 years prior experience writing successful grant proposals, including generating project budgets is required, as is proficiency in MS Word and Excel. Experience with Salesforce is preferred. Prior experience with K-12 education is a plus.

This is a part-time 20 hours per week position paying \$25-\$30 per hour DOE. This position does not provide medical/dental or retirement benefits. We also offer a flexible work environment.

Please send cover letter, resume and a writing sample to: [info@wabsalliance.org](mailto:info@wabsalliance.org).

Applications will be accepted until the position is filled with priority for those resumes submitted by January 20, 2017. The position is available immediately.