



## Grant Writer/Coordinator

Department	Operations		
Supervisor	Mike Fettig	Status	Full Time, Non-Exempt
Revised	January 2023	Location	Spokane, WA

Family Impact Network supports public and private efforts to transition under-resourced children and families from crisis to stability. With a focus on outcomes and quality services, FIN is partnering with the Department of Children, Youth and Families and service providers to serve as the Network Administrator in twenty counties in Eastern and Central Washington. Through this work FIN provides resources and services to vulnerable children and families to address safety, prevention, permanency and stability, and overall well-being.

Our diverse team brings together a unique range of talents and perspectives. Whether it's leadership, policy, funding, or community advocacy, we do this work because we are passionate about our communities and helping families. We serve a diverse community and encourage applications from qualified individuals who reflect the families served.

The Grant Writer/Coordinator position will be responsible to assure the advancement of Family Impact Network's mission and the communities we serve by obtaining increased resources. The Grant Writer will participate in the strategic planning, budgeting, development for grants, and fundraising. This position is responsible for all phases of grants development, evaluation, and compliance, including research, pre-award grant writing, the coordination of grant applications, post award support for grant-funded projects, managing the grant reporting process, and successfully closing out grant projects with final budget and report outcomes to stakeholders. The Grant Writer will actively research and pursue prospective public and private funding sources, while developing relationships with potential funders. This position will coordinate with fund personnel, and other stakeholders as necessary.

### ESSENTIAL JOB FUNCTIONS

- Research prospective grant sources (private, corporate and government) compatible with Family Impact Network's mission and values and in support of the strategic and program goals.
- Perform internal reviews of institutional needs, collects and gathers program data, and assesses the feasibility of obtaining external funding for project and program proposals
- Research and collect data and study findings to support grant proposals and reports
- Draft and edit high quality, compelling LOI's, grant proposals, grant reports, and acknowledgement letters based on the funding requirements of the organization.
- Coordinates, develops, and processes grant applications from conceptual to submission stage while working closely with staff throughout all phases
- Develops and maintains an annual grant strategy
- Develops and maintains an internal grant application process
- Develops and maintains a grant management system for funded grants that includes report due dates, budget adherence, and any other grant requirements.
- Submit proposals to grant coordinators for approval.

- Develops and maintains a library of information on funding sources, grant writing, and community and state data relevant to the foundation's programs and services. Including Researching grant opportunities from government and non-government agencies.
- Research current and prospective funders and analyze grant-making strategies and histories to prepare material or update funder profile documents and briefings
- Communicate and collaborate with Finance and other departments to collect financial statements or other information that is required for applications and reports
- Ensures grant compliance with programmatic and fiscal requirements are being met
- Respond to inquiries from funders and programs strategically and in a timely manner based on guidance from the Executive Director as well as internal and external queries on drafted and submitted proposals
- Manage multiple projects and priorities including searching for funding sources, writing proposals, managing existing grants, reporting to stakeholders, and working on special projects
- Cultivates a network of potential and dedicated donors and volunteers. Forming and maintaining a strong relationship with fund providers and stakeholders.
- Plan fundraising initiatives to help the organization meet financial goals
- Performs internal reviews of institutional needs, collects, and gathers program data, and assesses the feasibility of obtaining external funding for project and program proposals
- Investigates local, state, federal, private, foundation, and corporate sources of funds. This includes reviewing materials, listservs, meetings, telephone contacts, and correspondence

#### **QUALIFICATIONS:**

The candidate must meet the following criteria in order to be considered for this position:

- Three (3) years grant writing and reporting experience in a government/non-profit setting
- Bachelor's degree in related field preferred
- Strong written communication skills: demonstrated ability to write clear, structured, articulate, and persuasive proposals.
- Attention to detail, strong editing, and organization skills
- Ability to meet deadlines
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment.
- High proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint)

#### **SKILLS AND ABILITIES:**

- Ability to learn the dynamics of families in crisis; the child welfare system; and prevention strategies that support families in their communities.
- Excellent oral and written communication skills
- Excellent time management and critical thinking skills
- Excellent organizational and interpersonal skills
- Maintain positive relationships with fund providers and other stakeholders
- Knowledgeable of funding sources, compliance issues, and legal and fiscal policies of funding sources and appropriate government agencies
- Ability to manage multiple projects and priorities including searching for funding sources, writing proposals, managing existing grants, reporting to stakeholders, and working on special project



- Implement the use of technology to assist with grants development and management
- High degree of initiative to find solutions and meet deadlines
- Read, comprehend, interpret, and apply governmental regulations and proposal guidelines
- Work independently, be computer literate, and possess the ability to work under pressure and meet deadlines.
- Study and understand the history, structure, objectives, programs, and financial needs of the organization.

**SALARY RANGE: \$60,000.00 - \$69,500.00**

**BENEFITS:**

FIN Benefits include fully paid medical, dental and basic group life insurance. We also offer 401 (k) with 6% matching, medical and dependent care FSA, voluntary life insurance plans along with generous PTO and wellness hours.

**ESSENTIAL PHYSICAL SKILLS**

Possess the physical health and stamina to consistently carry out job duties and essential functions over the course of a workday. Ability to operate a motor vehicle and meet FIN standards for acceptable driving record.

**ENVIRONMENTAL CONDITIONS**

Works in an office environment and remotely with occasional visits to external environments that require driving to and from various locations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Disclaimer:**

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All FIN employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

**TO APPLY:**

Candidates may submit their cover letter and resume to Kellie Miner, Human Resources Generalist at [kellie@familyimpactnetwork.org](mailto:kellie@familyimpactnetwork.org)