

Grants Writer- March 2024

**EDMONDS PUBLIC FACILITIES DISTRICT (EPFD)/
EDMONDS CENTER FOR THE ARTS (ECA)**

POSITION: GRANTS WRITER
EMPLOYMENT STATUS: Permanent, **Part- Time (20 hours per week)**, Non-Exempt. This position can be primarily remote in WA State.
REPORTS TO: Development Manager; Executive Director
SALARY: **Starting Salary Range: \$24.00-\$25.00 per hour, dependent on experience.**
Full-Time Equivalent Position Salary Range: \$44,750-\$55,000
BENEFITS: This position is eligible for a **pro-rated** competitive package including:

- Medical, Dental, Vision benefits available.
- Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan.
- Company paid LTD and Life Insurance, with option to enroll in voluntary plans.
- Sick time accruals in accordance with Washington State’s Paid Sick Leave requirements, and 12 paid holidays per year.

POSITION SUMMARY:

As a member of the EPFD/ECA’s Development Team, the Grants Writer supports the organization’s fundraising efforts by maintaining and expanding a robust grant portfolio through excellent prospecting, writing, and reporting. EPFD/ECA’s grant portfolio currently includes grant funds from government (local, state, and federal), corporate entities, private charitable foundations, and family foundations. The Grants Writer’s responsibilities will include grant proposals/applications for renewal of our existing grants as well as identification of and proposal development for new sources of funding.

The Grants Writer is a highly collaborative, proactive, resourceful self-starter responsible for researching new grants, writing, and editing compelling proposals, and submitting accurate and timely applications for unrestricted operating revenue and restricted projects and programs. They will maintain and communicate a grants calendar and will monitor and track all existing and new grants for compliance and reporting and ensure all grant related documentation and data is accurately collected and recorded.

Previous success in creating and submitting complex proposals from diverse funding sources, excellent writing skills, ability to create project budgets, experience with data collection and analysis, and an entrepreneurial approach to fund development are all required. Previous experience working in the philanthropic landscape of the non-profit arts is preferred.

Employees at EPFD/ECA are committed to justice, equity, diversity, and inclusion, and strive to continuously reflect these values within both internal and external relationships. They value a diverse team, are welcoming of different perspectives and approaches, and make sure that their colleagues and partners feel valued and empowered.

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PRIMARY DUTIES & RESPONSIBILITIES:

- Learn and maintain general knowledge of the history, programs, and services of EPFD/ECA.
- Maintain ongoing grant prospect research and identification of grant opportunities to share with development and leadership teams for consideration.
- Perform due diligence and viability analysis on grant opportunities team members identify.
- Attend applicable pre-proposal workshops/webinars and provide the development and leadership teams with information from workshops/webinars.
- Write well-organized, compelling proposal drafts that follow the requirements of the RFP/SGA and submit for review to appropriate personnel, and if applicable, to partners.
- Project manage grant proposals and applications including the following:
 - Develop and maintain a timeline with ample room for drafting, team review, iteration, and submission of proposals.
 - Update and maintain master calendar of draft, proposal, and reporting deadlines
 - Maintain consistent and clear communication with development and leadership teams on deadlines and all deliverables.
 - Track reporting requirements and supplemental materials needed.
 - Coordinate with other team members to gather subject-matter information and supporting documentation as needed.
 - Work with development and finance teams to prepare budgets and budget narratives to help ensure the activities of each project are fully and appropriately funded.
 - Make edits or revisions to drafts as required in a timely manner.
 - Submit final proposal after approval by development and leadership team via print or online submission.
 - Maintain digital copies of complete proposals on the organizational shared drive.
- Maintain any standard templates and materials.
- Professional and confidential management of grant records, organizational documents, and data.
- Track and communicate all submission responses, awards, and funder recognition to appropriate staff.
- Ensure accurate and timely reporting to funders, including building and project managing budgets and data collection.
- Working with the Development Manager, develop and manage back-up grant writing resources for the organization such as cross-training with other relevant staff and developing related process documentation.

Other Responsibilities:

- Attend monthly staff meetings.
- Attend Philanthropy Committee meetings, as needed.
- Attend ECA Board meetings, as requested.
- Maintain strong relationships with external collaborating partners, boards, and staff.
- Perform other tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A nuanced understanding of the regional and national arts funding landscape, grant opportunities, and funding trends and the ability to effectively link those trends/opportunities to EPFD/ECA's programmatic work.
- Exemplary writing, editing, and proofreading skills, including the ability to craft a compelling narrative.
- Excellent organization and project management skills, and demonstrated experience in effective

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collaborative project development.

- Ability to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Adept computer skills in Microsoft Office Word, Excel and online grant research and submission systems.
- Excellent attention to detail in all matters.
- Working knowledge of fundraising sources, and online grant research and submission systems.
- Ability to work well in a team setting as well as independently; flexibility and adaptation to different dynamics in a fast-paced work environment.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree in a relevant field, or equivalent education, training, and experience.
- At least three (3) years of work experience as a grants writer or institutional giving professional in the non-profit sector. Relevant experience in the performing arts field is a plus.
- Demonstrated track record for securing new funding opportunities and direct experience with major gifts fundraising proposals.

WORKING CONDITIONS:

- **This position can be primarily remote in WA State.**
- Prolonged periods of remaining in a stationary position in an office setting and constantly operating a computer.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and telephones.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The person in this role must be able to perform the essential functions with or without an accommodation.

APPLICATION REQUIREMENTS:

Please send **cover letter** describing qualifications, **resume**, three **references**, **completed EPFD/ECA Application Form and Voluntary EEO Survey** (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to careers@ec4arts.org OR *Grants Writer*, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020. **No phone calls please.**

Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities are strongly encouraged to apply.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.