JOB ANNOUNCEMENT

Grant Writer

Building Changes is hiring a Grant Writer to support fundraising functions of the organization. Building Changes aims to diversify its funding sources and seeks a candidate who is knowledgeable about the funding landscape in Washington state (inclusive of public funding, corporations, foundations, and individuals). This position will have a primary focus on grant writing and proposal development.

This position reports to the Development Director and completes the team of two. The position is located at our office in Seattle, though we foresee working remotely through the end of 2020 due to COVID 19. Applicants who represent the broad array of diversity and lived experiences in our communities, including individuals with a disability are strongly encouraged to apply.

Our Mission
Building Changes believes everyone in Washington can be stably housed. We strengthen the leaders, organizations and systems that make it possible.

Our Work
Building Changes works across and within systems to drive and promote equitable responses that address housing crises experienced by people in Washington State, with a focus on children, youth, and families. We do this by pulling together government, philanthropy, and nonprofits in a collective effort to impact homelessness in Washington State. We act as a driver for innovative strategies that help youth and families emerge out of homelessness and maintain stable housing.

Responsibilities:

- Collaborating with staff across teams and external partners to develop, review, and approve proposal concepts
- Writing, submitting, and managing grant proposals
- Tracking reporting and proposal deadlines; producing reports for funders
- Developing collateral for prospective funders
- Identifying potential funding opportunities, vetting request for proposals (RFPs), and attending meetings to gather information about funding opportunities
- Maintaining accurate donor records in Salesforce
- Supporting special projects annually and ad hoc (such as events, campaigns, etc.)
- Participating in annual agency priority planning and budget/goal development, including developing clear, measurable outcomes and reporting processes for strategies related to fundraising
- Coordinate and lead teams as needed and to ensure successful completion of a project including project management and managing timelines and budgets
The successful candidate will have a combination of the following experience:

- Knowledge of local philanthropic and public funding landscape
- Project management experience, including managing complex relationships and processes
- Basic knowledge of CRM systems
- Demonstrated understanding of, and commitment to, principles of racial equity, diversity and inclusion
- Understanding of diverse local, state, and federal funding mechanisms, planning processes and trends related to homeless and special needs housing and services
- Strong verbal and written communication skills and ability to communicate effectively with varied audiences, verbally, in writing etc.
- Knowledge and experience in homelessness, housing, health, employment, and/or education sectors desired.*
- Ability to travel up to 10% of the time, when required

*Note: In our effort to conduct an inclusive search for qualified candidates, this position does not require an advanced degree. Educational attainment will be considered along with other experience.

Salary range for this position is $60,000-$72,500. Position reports to Building Changes Development Director. We offer competitive pay, as well as excellent health, time off and retirement benefits. To apply for this position, please email a cover letter and resume to: jobs@buildingchanges.org – Subject: Grant Writer. For more information please visit our website at www.buildingchanges.org.

Building Changes is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce.