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[BuildingChanges.org](http://BuildingChanges.org)

## JOB ANNOUNCEMENT

# Grants and Institutional Engagement Officer

Building Changes approaches our fundraising from a community-centric lens grounded in racial equity and justice and understands that development work requires building broad relationships that result in engagement that comes in many forms.

The Grants and Institutional Engagement Officer will be the primary grant writer and grant application manager in the organization. This position will also work to broaden relationships and engagement of institutional community partners, including foundations and businesses. In association with the organization's 2025-2027 community development strategy, the Grants and Institutional Engagement Officer will work in close collaboration with the Executive Director, Development Officer, Programmatic Leads, Controller, and Operations Manager to grow revenue from foundation, corporate, and government sources.

### About Building Changes

#### Vision

Communities thrive when people have safe and stable housing and can equitably access and use services.

#### Mission

Building Changes advances equitable responses to homelessness in Washington State, with a focus on children, youth, and families and the systems that serve them.

#### Racial Equity, Diversity, Inclusion, and Belonging

Racial Equity, Diversity, Inclusion, and Belonging are more than just words to Building Changes; they are the practices that guide how we operate as an organization, how we do our work, and how we interact with each other, our partners, and communities at large. We believe that to achieve our mission of advancing equitable responses to homelessness, our organization and workplace must represent people of all identities, backgrounds, experiences, abilities, and perspectives. Therefore, *we encourage interested candidates from diverse backgrounds to apply, even if they are not certain they meet every expectation of the role.*

#### Values

Building Changes' work is grounded in these core values: Equity, People, Partnerships, and Integrity.

For more information, visit [BuildingChanges.org](http://BuildingChanges.org)

*Building Changes believes every member of our staff deserves a full family living wage, and we are proud to be a [Certified Leading Living Wage For US \(Plus\) Employer](http://CertifiedLeadingLivingWageForUS(Plus)Employer).*



The Grants and Institutional Engagement Officer will report directly to the Controller and their responsibilities will include:

**Grant Writing and Grant Application Management:**

- Research, identify, and recommend prospective institutional funders, including foundations, corporations, and government agencies that align with Building Changes' mission and equity framework.
- Write grant applications that support the 2025-2027 community development strategy (raising approximately \$1.6 million in new, diversified, and sustained funding over a 3-year period).
- Collaborate with program staff to gather relevant data and impact stories to strengthen grant proposals that align with program goals and impact metrics.
- Maintain a grants calendar to track deadlines, reporting requirements, and submission timelines.
- Collaborate with program and finance teams to ensure accuracy in grant proposals, budgets, and reports.

**Community Engagement and Relationship Building:**

- Build and maintain relationships with institutional funders, including foundations, businesses, corporations, and government entities, to secure ongoing financial support.
- Represent the organization in meetings, presentations, and networking events to enhance its visibility and reputation within the funding community.
- Work collaboratively with the Executive Director and other staff to align engagement strategies with organizational priorities.

**Corporate and Workplace Giving:**

- Cultivate, solicit, and steward a portfolio of corporate donors and foster long-term relationships to ensure sponsor deliverables are met.
- Working closely with the Development Officer in tracking and updating prospective corporate contact portfolio is in alignment with the rest of the development strategy.
- Co-lead workplace giving efforts with the Development Officer, including maximizing matching gift programs and employee giving campaigns.

**Internal Collaboration and Communication:**

- Work closely with the Controller to ensure alignment of financial goals and grant reporting requirements.
- Collaborate with the Development Officer to integrate community-centric approaches with the rest of the development strategy.
- Provide regular updates to leadership on funding prospects, grant submissions, and engagement activities.

**Other Duties:**

- Approach Building Changes' community development work from an anti-racist, equity, and justice framework rooted in the principles of community-centric fundraising.
- Co-leading in discussions, setting grant-based fund development priorities and grant-based revenue goals including developing measurable outcomes and reporting processes.
- Developing relationships with and participating in community-based groups including funder and/or fund development peer-led membership associations to cultivate new relationships and stay knowledgeable about emerging trends and practices in fundraising strategies.

- As needed, drafting messaging and creating collateral for prospective and existing institutional funders.
- Travel will be required to cultivate and foster relationships.

**The successful candidate will have a combination of the following experience:**

- Strong verbal and written communication skills and ability to communicate effectively with varied audiences.
- Knowledge of local philanthropic and public funding landscape.
- Knowledge of public funding grant applications, including state and federal agencies.
- 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.
- Knowledge and experience in social issues, including homelessness and housing.

*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 lived experiences.*

**Building Changes is currently employing a hybrid work model. This position requires some local and statewide travel across Washington State, including at least once per month to the Building Changes headquarters in Seattle, Washington.**

**The salary for this position is \$77,500. We offer excellent health, time off, retirement, and other benefits. To apply for this position, please email cover letter and resume to: [hr@buildingchanges.org](mailto:hr@buildingchanges.org) – Subject: Grants and Institutional Engagement Officer.**

*Building Changes is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce. Individuals identifying as Black, Indigenous, people of color, having lived experience with homelessness, and/or LGBTQ+ are strongly encouraged to apply.*