

GRANTS WRITER & DEVELOPMENT OFFICER— Job # NAAM004

Reports to: Executive Director
Schedule: Full Time
Location: Seattle, WA (Remote Possible)

About the Role

The Northwest African American Museum seeks an experienced and dedicated Grants Writer & Development Officer. This position provides leadership for all matters relating to our grants portfolio including identification of funding sources, proposal development and submission, contract negotiation, award issuance, and post-award administration. This professional position will be the hub for a collaborative process of proposal development that includes working with curatorial, education, marketing, and development staff members as well as the Development Director and Executive Director to research, plan, develop and write effective funding proposals. He/She will exemplify professional standards, strong communication skills, exceptional customer service, and a collegial, positive attitude.

What You Will Do

Planning, Reporting, and Donor Database (25%)

- With input from Development Director and Executive Director, create the annual work plan forecasting grant applications, reporting due dates for active grants, professional development opportunities, and all applicable deadlines and planning benchmarks.
- Maintain and regularly update an annual grants calendar.
- In coordination with the Development Director, maintain accurate funder records in Little Green Light donor database, as well as physical and digital grant files.
- Monitor funder acknowledgements and recognition.

Grant Research (40%)

- Conduct weekly grant research on prospective funders.
- Report on grant research findings at weekly Development Department meetings.
- Maintain institutional membership/subscription to grant databases as appropriate.

Grant Writing (35%)

- Conduct the full range of activities required to research, prepare, submit, and manage grant proposals to private and public sources.
- Research grantor rules and regulations and develop policies, procedures, and tools for compliant program implementation.
- Provide stewardship to current grantors including progress tracking and reporting.
- Work with the Development Team to align efforts and set goals.
- Acknowledge grantors through public and private recognition.
- Assertively design and implement plans for crafting proposals based on collaboration with program staff including timelines; outlines of information needed from each department; opportunities for input by program staff and senior leadership; crafting persuasive cases, and final review.

- Develop and synthesize content and supporting arguments for grant proposals through literature reviews, key constituent interviews, and review of past proposals and reports.
- Develop and maintain ongoing working knowledge and real-time awareness of NAAM's current initiatives and objectives.
- Complete and submit all required reports for active grants in a timely fashion.
- Provide general administrative support for the Development Department as requested.
- May supervise grant-writing volunteers or interns.
- Other duties as assigned.

What You Will Bring

- Excellent writing, analytical, research, speaking, interpersonal and customer service skills.
- Working knowledge of integrated donor database software required; familiarity with Little Green Light donor database is desirable.
- Ability to work on a wide range of projects independently and collaboratively and with a diverse audience while adhering to the policies and procedures of the organization.
- Passion for and understanding of the museum's mission, vision, and values.
- Good attitude, flexibility, attention to detail, self-motivation, and optimal organizational skills.
- Ability to create timely programmatic reports that reflect performance.
- Ability to manage process, deadlines, and budget.

What Makes You Qualified

- BA in Communications, Professional Writing or a similar major. Graduate degree preferred.
- Demonstrated track record of successful grant writing with a minimum of 3 years' professional experience in nonprofit fundraising.
- Ability to secure grant funding while meeting development objectives.
- Computer literate and excellent donor cultivation skills.

Application period for this vacancy: June 1 - 30, 2019

To apply for this opportunity, submit your resume, compensation requirements, and a cover letter detailing what about your KSAs makes you ideal for this role to: HR@naamnw.org.

Not for you? Check out these other opportunities: [Programs & Community Engagement Manager](#) | [Marketing, Sales, & Communications Coordinator](#) | [Security & Events Assistant \(PT\)](#) | [Development Director](#) | [Guest Services Officer](#) | [Executive Assistant and Office Manager](#)

Equal Opportunity Employer

The Northwest African American Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.