



Organization: Sustainable Connections

Title: Grants Manager

Primary Work Location: Bellingham, WA

Term: Full Time (40 hours weekly), introductory (90 day period before becoming regular employee), exempt

Physical attendance requirement (% of time on site/in office): occasional on-site work and time in community required

Reports to: Executive Director

Application deadline: Open until filled, first review of received applications to begin on 6/6/2022, therefore all applications received by 6/5/2022 at 11:59PM will be included in first review.

Desired state date: Summer 2022

Summary

Join [Sustainable Connections](#), an entrepreneurial non-profit organization that works with dozens of partner organizations and over 2000 local businesses a year to create thriving communities.

This position works to identify, write, and report on grants and contracts for Sustainable Connections' program areas such as Food & Farming, Cloud Mountain Farm Center, Energy & Green Building, Housing & Smart Growth, Think Local First, and Toward Zero Waste. The Grants Manager is responsible for identifying and submitting 20-30 grant applications annually and assisting in the management of 10-15 grants and contracts that have been secured. The Grants Manager is extremely organized and detail oriented, works well with others as well as independently, represents the organization in a compelling way, and excels at relationship building. Routine work includes the use of technology and programs such as Quickbooks, Salesforce, Excel, and various grant research tools.

In order to create thriving communities, we are committed to continually improving and learning. Our statement of commitment to equity, diversity & inclusion can be found [here](#). We encourage applications from people of color, people with disabilities, veterans, women, and other candidates from underrepresented backgrounds and with diverse experiences interested in this opportunity.

COVID Impact on this position at present:

Prior to the COVID pandemic, flexible working schedules & telework have been available to staff & supported by Employee Handbook policy. During the COVID pandemic, there has been an increase in the amount of remote work performed. The office is open & available to all staff as desired or needed. We have not been hosting in-person events, but will again soon. Supervisors determine work schedule & location with individual staff, dependent on organizational needs.

Primary Responsibilities:

Foundation/Government Funder Engagement

- Collaborate with the Executive Director and Development Director, program managers and directors to understand program growth opportunities
- Prospect for foundation, government, and corporate grant/contracting opportunities
- Foster strong relationships with foundations, grant and contract administrators, and key stakeholders
- Work with the communications team to publicly acknowledge grants and gifts

Grant Applications

- Develop funding resources for existing and proposed programs
- Assume the lead role in writing, editing, and submission of proposals & grant applications
- Develop grant/contract budgets through collaboration with program managers and directors

Grant/Contract Management

- Track grant progress through collaboration with program managers and directors
- Ensure compliance with grant/contract reporting requirements
- Create and submit invoices as required

Required skills & qualifications:

- 2 -3 years of experience prospecting for grants, contracts and/or funding opportunities
- Persuasive writing skills
- Verbal communication and relationship-building skills
- Administrative and organizational skills
- Proven competence in assessing priorities, managing a variety of activities in a time-sensitive environment, and meeting deadlines with attention to detail and quality
- Initiative and demonstrated ability to work proactively and independently – self learner
- Ability to work well in teams
- Passion for the mission and vision of the organization and excitement to support our programs

Desired experience & qualifications:

- 2-3 years of experience:
 - Writing grants
 - Managing grants or contracts
- Experience with programs such as:
 - Foundation Directory Online, Grantscape, GrantStation, Grants.gov, and similar
 - Microsoft Office Suite
 - Zoom or similar video conferencing program
- Commitment to furthering equity, diversity, and inclusion (see our [Statement of Commitment](#))

Bonus points given for experience with:

- Sustainable business practices such as zero waste, energy conservation, and sourcing local
- Familiarity with businesses in Whatcom, Skagit, San Juan and/or Island Counties
- Bookkeeping
- Quickbooks or other accounting software
- Salesforce or similar CRM platform

Compensation:

This is an introductory (90 day waiting period before becoming a regular employee upon recommendation of supervisor), Full-time (40hrs/week) position to be compensated with a salary of \$50,000 - \$65,000 depending on qualifications and experience. Benefits are pro-rated based on number of hours worked. Benefits for first year, regular, full-time employees (working 40hrs/week) include:

- 16 days per year of paid time off
- An additional 6 days of paid time off near year end
- An individual benefit of \$350 per month
- A very flexible work schedule
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Great office space, fun and supportive coworkers, a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

To Apply:

Email a cover letter, resume, and the contact information for three professional references by email to maryt@sustainableconnections.org by the application deadline listed above.

Sustainable Connections complies with all federal, state, and local laws which prohibit discrimination in employment. Sustainable Connections is committed to recruiting and retaining a diverse workforce.

Sustainable Connections is an equal opportunity employer that believes it is the responsibility of the company and all its employees to ensure there is no discrimination against any employee or applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.