Organization: Sustainable Connections
Title: Grants Manager
Reports to: Finance Director
Status: Regular, full-time, salaried, non-exempt
Primary Work Location: Sustainable Connections office, 1701 Ellis St., Bellingham, WA
Physical attendance requirement (& of time on site/in office): 75% on-site work and time in community required
Full position wage range: $61,907- $89,765/ annually
Application deadline: November 9, 2026
Desired start: December 7, 2026

About Us:
Join Sustainable Connections, a nationally-recognized nonprofit working to advance a regenerative local economy in Northwest Washington — one where businesses, communities, and ecosystems thrive together. Each year we collaborate with dozens of partner organizations and more than 500 local businesses to strengthen food systems, catalyze climate solutions, support resilient local enterprises, and expand access to housing among five main program areas.

We strongly encourage applications from people of color, people from working-class backgrounds, women, LGBTQAI+ people, and those who are members of other marginalized communities. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you - even if you do not believe you meet all of the criteria listed here.

Summary:
This position works to identify, write, and report on grants and contracts for Sustainable Connections' program areas: Food & Farming, Energy & Green Building, Housing & Smart Growth, Think Local First, and Toward Zero Waste. The Grants Manager is responsible for identifying and submitting 30-40 grant applications annually and assisting in the management of 25-30 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, Foundation Directory Online, and various grant research tools.

Primary Responsibilities:

Grant/Contract Prospecting & Applications

- Collaborate with the Executive Director, program managers, and directors to understand program growth opportunities, staff capacity, and fundraising needs
- Develop funding resources for existing and proposed programs by prospecting for foundation, government, and corporate grant/contracting opportunities
- Assume the lead role in facilitating and submitting letters of intent and grant applications
- Translate complex ideas and programs into clear and compelling narratives in writing

- Ensure organizational needs, values, and goals align with prospective grant/contract opportunities
- Develop grant/contract budgets in collaboration with the Finance Director, program managers, and directors
- Create and maintain annual prospecting calendars to outline and track new funding opportunities

Grant/Contract Management

- Ensure timely grant progress and completion by overseeing grant management systems, including grant trackers, Salesforce opportunities, grant portals, and Asana projects
- Support the Finance Director in preparing and submitting invoices, backup documentation, and reports as required, ensuring high-quality submissions and compliance with deadlines
- Monitor monthly and quarterly budget performance and provide guidance to program teams on grant budget spend-down
- Foster strong relationships with foundations, grant and contract administrators, and community partners and serve as primary point of contact as appropriate
- Oversee grant amendment processes with grant administrators, the Finance Director, and program staff
- Ensure compliance with grant/contract reporting requirements

Required Skills & Qualifications:

- 5 years of experience prospecting, writing and managing grants and contracts, including federal grants
- Proven track record of securing government and private grants and contracts
- Excellent persuasive written communication
- Demonstrated ability to effectively communicate with and build relationships with grant partners.
- Demonstrated ability to work both collaboratively with diverse program teams, as well as independently
- Deep commitment to sustainability, equity, and the values of mission-driven organizations

Desired Skills & Qualifications:

- Proficiency with Microsoft Office suite, QuickBooks, Salesforce (or similar CRM), Givebutter, Asana, Adobe, and navigating cloud-based grant and fundraising platforms such as Foundation Directory Online
- Experience developing annual grants and contracts plans
- Knowledge of one or more of Sustainable Connections program areas: waste reduction, affordable housing, food systems, clean energy, green building, local business.
- Flexibility to adapt to changing priorities and program needs

Compensation:

This is a regular, non-exempt, full-time position with the starting wage range dependent on qualifications and experience. Note that Sustainable Connections has a No Negotiation policy when hiring. Our compensation approach is designed to be fair, transparent, and consistent for everyone. Each offer is based on the role's scope, required skills, relevant experience, and current market data. Too often compensation outcomes are shaped by factors like a candidate's prior

salary, comfort with negotiation, or perceived confidence—dynamics that can unintentionally reinforce inequity, particularly for underrepresented groups. Our goal is to create an equitable hiring experience where people feel supported, informed, and focused on what matters most: whether the role is the right fit. Benefits for first-year, regular, full-time employees (working 40hrs/week) include:

- 41 days of paid time off per year - 26 days of flexible PTO and 15 additional paid holidays
- An individual benefit of $650 per month in lieu of health insurance benefits
- A flexible work schedule
- Budget to pursue professional development (ex: conference, coursework)
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Mileage reimbursement for travel to & from temporary duty stations
- 3 days of paid compassion leave, flexible unpaid time as negotiated, participation in leave allowed by Washington Paid Family & Medical Leave Program, and up to 40 hours of paid jury duty leave
- A supportive & inspiring working environment: well-equipped offices, coworkers fostering 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, **all in one PDF file**, by email to danielleh@sustainableconnections.org by the application deadline listed above. Applications received through 3rd party websites such as Indeed, will not be considered.

Sustainable Connections is an equal opportunity employer that believes it is the responsibility of our organization and all employees to ensure there is no discrimination against any employee or job 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.

Qualified individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Danielle Halstead, Administrative Manager at 360-647-7093 x104.

All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at Sustainable Connections.